

UNIFORM ACCOUNTING PROCEDURES

RECEIVABLES

Accounts #018 - 105 are provided to account for all the receivables pertinent to road commissions.

In addition to the account explanations presented in this manual, we present the following supplemental information:

Account #040 - Accounts Receivable (General - Non-Governmental Units)

There is no statutory authority for sales of materials or services to individuals or private organizations. However, we recognize that exceptional conditions exist, in a few rural counties, where the county road commission is the only available supplier of certain services and materials. These unavoidable sales of certain services and materials should be by cash and cash equivalents only. **No credit shall be extended to individuals or private organizations.**

All such transactions with individuals and private organizations shall be handled through this account which includes the respective sales tax. The account is debited with all cash disbursements and journal entries for equipment rental, materials, labor, or parts involved in contracts for services or materials, which do not represent expenses or responsibilities of the county road system. Payments on these accounts are credited directly from the cash receipts journal which includes the respective sales tax.

SPECIAL ASSESSMENT DISTRICTS

Account #045, #047, and #049 are provided to account for all special assessment receivables, and Account #333 is provided for special assessment district advances. Account explanations are provided in this manual for these accounts.

The following special assessment accounting procedures are also applicable:

Deferred Revenue - Special Assessment Districts

In many instances, special assessments are levied over a period of more than one year. For that reason, the entire amount should not be considered as revenue in the first year.

All costs of the project should be charged directly to either Activity #456 - Primary Road - Special Assessment District Construction/Capacity Improvement or Activity #486 - Local Road - Special Assessment District Construction/Capacity Improvement. At the time of completion of the project, the following entry should be made:

DEBITED - Account #045 - Special Assessment Receivable (Current)
CREDITED - Account #672 - Special Assessments