

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
TOPICAL INDEX

PAGE - 1

	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	Section	Page
Abandoned Property			
customer deposits		55	20
refunds		55	20
Account Structure		05 05A	5-7 6-8
Accounting Records		60	4-7
Accounts Receivable			
cut-offs		80	33
delinquent accounts		80	33
ledger		80	33
reconciliation of		80	33
Accrual Basis of Accounting			
adjusting entries		55	14
unbilled revenues		55	14
Active Retention		85	21
Actual Cash Value		85	27
Ad Valorem Taxes, Budgeting (also see property taxes and related topics)			
collection rate of		10	6, 11-12
rate		10	11-12
required schedules in financial statements, sample, Appendix E		50	41-42
setting of		10	6, 11-12
Additional Supplemental One-Half of One Percent Sales and Use Tax (Article 42)		15	22-24
Adoption of Budget Ordinance			
as a document		10	5, 20
entered into board meeting minutes		10	20
Advances		45	3
	Appendix A	45	20-21
Aeronautics		75	8
Agency Funds			
recording and reporting of grant funds		75	13
revolving loans		75	15
Airports, Authority to			
charge for	Exhibit A	55	27
engage in	Exhibit A	55	27

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
 TOPICAL INDEX
 PAGE - 2

	Section	Page
Alcoholic Beverage Control Distribution	15	123-126
All Risks Coverage	85	26
Allocation		
defined	55	8-9
example	Exhibit B 55	30
methods of	Exhibit E 55	35-41
Allowances	Appendix A 45	20
Ambulance Services		
authority to charge for	Exhibit A 55	27
authority to engage in	Exhibit A 55	27
discussion of	55	23
Animal Taxes	15	6
Annexed Property, Tax of	50	12
Annual Closing		
schedules that may be prepared by the	70	20-21
unit's personnel	Appendix A 70	37-38
Annual Settlement		
time of	50	31
with tax collector	50	31-32
Annuity Contracts	85	47
Appraisal Listing Card	50	10
Appropriated Fund Balance	10	5, 17-18
Appropriations for Expansion Expenditures	10	15
Appropriations from Counties		
for public health	10	22
to community colleges	10	22
to schools		
apportionment of current expense		
funds	10	20-22
Board of Education permitted to		
change	10	21
continuing contracts	10	21
current expense fund	10	21-22
general discussion	10	20-22
to social services	10	22
Appropriations from Counties - Non-Mandated		
social services payments	10	22
Appropriations, Items Not Requiring	10	13

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
 TOPICAL INDEX
 PAGE - 3

	Section	Page
Appropriations, Required		
continuing contract payments	10	12-13
counties	10	20-22
debt service fund	10	12
from counties to schools - by lump sum	10	20-22
general discussion	10	12-13
		20-22
reappraisal fund	10	13
Appropriations, Restrictions on	10	14
Asset Growth	Pub. 137 30	28
Asset Quality	Pub. 137 30	31
Assets		
generally	05, 05A	12-18
accumulated depreciation	05, 05A	18
cash and investments	05, 05A	12-13
fixed assets	05	12-13, 17-18
interfund receivables	05, 05A	16
inventories	05, 05A	16
other assets	05, 05A	17
other debits	05, 05A	18
prepaid expenses	05	16
	05A	17
receivables	05, 05A	13-16
Association of County Commissioners		
assistance in estimating expenditures	10	16
assistance with revenue estimates	10	10
Attachment and Garnishment	50	23-25
bank deposits	50	25
cash management	Pub. 137 30	7
defense of	50	24
employee lists	50	24-25
fees for delivery of notice	50	24
notices required	50	23
outside unit collections	50	23
percentage of wages to be attached	50	25
set-off by garnishee	50	24
steps in preparing	50	23-25
wages	50	24-25
when to use	50	23
Attorney's Fee, Foreclosure Execution Sale	50	29
Audit Committee		
responsibilities	70	26-27

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
 TOPICAL INDEX
 PAGE - 4

	Section	Page
Audit Contract requirements	70	11-12, 26-27
	99	17
Audit Contract sample form	Appendix A 70	14-17
Audit Fee	70	14-17
Audit Invoice requirements	70	10-11, 14-17
Audit Opinions		
adverse opinion	70	22-23
disclaimer	70	23
qualified opinion	70	22
unqualified opinion	70	22
Audit Output	70	22-24
Audit Planning Process	70	21-22
Audit Requirements		
external audit	70	10-11
financial reporting	70	4-5
Audit Scope		
audit period	70	18
audit scope limitation	70	18
compliance, performance and program audits	70	19
data processing review	70	19
external audit	70	10-11
funds to be audited	70	6, 8, 12-14, 18
in-depth analysis of specific operations	70	19
opinion required	70	18
report on internal controls	70	18-19
required	70	12
single audit	70	13-14, 18
tailored audit plan and program	70	19
Audit Statements, Records, and Facilities to be Provided by the Governmental Unit	70	19-21
Auditor		
engagement letter	70	27-28
request for proposal	70	25
	Appendix A 70	30-40
selection criteria	70	24-25
selection process	70	25-26

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
 TOPICAL INDEX
 PAGE - 5

	Section	Page
Authorization for expenditures	35	3-6
Average Unit Pricing	55	11
Bad Debts, Utilities allowance for	55	22
Balance Sheet	65	8-9
sample - interim	Appendix A 65	17-18
Bank Accounts, Authorization of	80	26
Bank Insurance Fund	Pub. 137 30	10
Bank Services, Pricing of	Pub. 137 30	32
compensating balances method	30	32
direct charge method	30	32
Bank Statements, reconciliation of	80	26
Bankers' Acceptances	30	20-21
Banking Relations		
banking services	30	31
competitive bidding	Exhibit I 30	45
benefits of	30	31
evaluating financial soundness	30	32-33
requests for proposals	30	34
policy guidelines	Pub. 137 30	2, 26-32
written policies	30	31-32
Beer and Wine Excise Tax	15	70-71
Betterments	20	5
Bidders' List	35	13
Blank Checks		
control of	80	29
signing of	80	30
Block Grants	75	3, 4-5, 7
Board Meeting Minutes		
adoption of budget ordinance	10	5, 20
Board Member Pay	40	21-22
Board of Equalization and Review	50	5, 11-12
adjournment of	50	11
appeals to	50	11-12

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
 TOPICAL INDEX
 PAGE - 6

	Section	Page
Board of Equalization and Review (cont.)		
notice of meeting	50	11
primary function of	50	11
taxpayers may appeal	50	5, 12
Board Resolution Designating Bank Depository as a Central Depository, sample	Pub. 137 30	36-37
Board Resolution Establishing a Cash Management Policy and Designating a Central Depository, sample	Pub. 137 30	34-35
Board Review of Budget	10	19-20
Bonding	80	10, 20
Books of Final Entry, generally	60	7-8
Books of Original Entry, generally	60	6-7
cash disbursement journal	60	6
cash receipts journal	60	6
daily collection report	60	6
general journal	60	6
payroll journal	60	6
purchases journal	60	6
utility journal	60	6
Broker Confirmations	80	35
Budget		
administration, methods of amendments	10	25-26a
after fiscal year end	10	28
cannot alter taxpayers' liability unless authorized	10	27
cannot change tax levy unless authorized	10	28
general discussion	10	27-29
information to be contained in prior to obligating funds	10	27
require board approval	10	27
sample amendment	Appendix E 10	53
approval	10	
situations requiring Local Government Commission approval	10	13
budget book		
preparation of	10	18-19
presentation to board	10	18-19
budget calendar	10	7
budget document		
general discussion	10	5
presented to board	10	5, 18

	Section	Page
Budget (cont.)		
budget hearing, citizens permitted to address board	10	20
budget meetings, notification of board members	10	20
budget message		
preparation of	10	19
presented to board	10	19
budget notice by clerk		
of budget availability	10	19
of public budget hearing	10	19
budget obligations incurred within confines of appropriations	10	12a
budget officer		
appointment of - county	10	6
appointment of - municipality	10	6
appointment of - public authority	10	6
appointment of - special district	10	6
responsibilities of	10	5, 9
budget ordinance		
as a primary instrument of decision making	10	5, 25
balanced	10	5
board may grant budget officer certain authorizations	10	28-29
copies available to media	10	19
copies filed	10	5
expenditures made in accordance with	10	26
interim	10	29-30b
organization of	10	5
proposed	10	18
required appropriations	10	12-13, 20-23
sample budget ordinance amendment	Appendix E 10	53
sample ordinance - county	Appendix A 10	34-38
sample ordinance - interim	Appendix I 10	60-63
sample ordinance - municipality	Appendix C 10	47-50
units should adopt	10	13
budget requests, generally	10	9
department manager, submitting of	10	9
budget worksheets, sample	Appendix B 10	39-46
interim financial reporting	65	4-11, 13
submission to board	10	18-19
Budgeting Emergency Management Funds	10	32-33
Budgeting Expenditures		
Department of State Treasurer,		

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
 TOPICAL INDEX
 PAGE - 8

	Section	Page
Budgeting Expenditures (cont.)		
assistance in estimating	10	16
Budgeting for Vending Facility Operations	10	25
Budgeting Funds Collected by Another Unit for Special Districts	10	14
Budgeting Funds Expended in Accordance with Budget Ordinance	10	5
Budgeting Federal and State Aid	75	10-12
Budgeting/Estimating Revenues		
increases in estimated revenues		
documentation of	10	12
intergovernmental	10	10-12
unit controlled revenues	10	10-12
Budgeting Purchases and Contracts		
continuing contracts	35	5-6
encumbrances	35	31-38
purchasing records	35	9-10
Building Contract Specifications, generally	35	21-23
responsible bidder	35	22
single-prime contract	35	22
Buildings		
defined	20	5
initial inventory	20	10
recording	20	6-7
valuation	20	10
Bus Lines, Authority to		
charge for	Exhibit A 55	27
engage in	Exhibit A 55	27
Buying Under State Contracts	35	22-23
Calculation of Estimated Fund Balance Available	10	17-18
Capital Improvements Program		
discussion of	10	16-17
updating of	10	9, 16
Capital Leases, Proceeds of	10	13
Capital Project		
definition of	10	23-24
projects best suited for project ordinance	10	23-24

	Section	Page
Capital Project Ordinance		
adoption of entered into board minutes	10	23-24
copies filed	10	23-24
general discussion	10	23-24
information included in annual budget	10	23-24
sample project ordinance	Appendix D 10	51-52
Capital Reserve Fund		
origination of	10	24
sample resolution creating	Appendix F 10	54
withdrawals	10	24
Cash Concentration Account	Pub. 137 30	9-10
Cash Disbursements		
analyzing disbursement patterns	30	26-27
authorization for	30	27
check preparation	30	29-30
interfund transfers	30	30-31
journal	30	12-13, 29
methods	Exhibit F 30	42
methods	30	26-27
miscellaneous	30	28-29
petty cash reimbursements	30	28
policies	Pub. 137 30	2, 24-25
timing of payments	Pub. 137 30	24
vendor invoices	30	28
Cash Flow Assumptions, generally	25	4-6
FIFO	25	4
LIFO	25	5
moving average	25	5-6
specific identification	25	5
Cash Flow Results and Forecast	30	24-26
annual sample, Pub. 137	65	8, 11, 13
annual sample, Pub. 137	Exhibit D 30	75
monthly sample, Pub. 137	Exhibit C 30	74
sample format	Appendix A 65	22
Cash Flow Statement	99	38-38g
Cash Management Plan		
compliance with	Pub. 137 30	33
review of	30	34-35
sample	30	48-64
Cash Management Policies		
internal control	80	23-42
sample	Pub. 137 30	40-47

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
 TOPICAL INDEX
 PAGE - 10

		Section	Page
Cash Management Program			
First Step in Developing	Pub. 137	30	2
Cash Mobilization and Management of Available Resources			
deposit of funds		30	14-15
collateralization		30	14-15
eligible securities		30	15
Exhibit H		30	44
funds to repay bonds		30	15
housing authorities		30	15
methods		30	14-15
FDIC insurance		30	14
Pub. 137		30	10
investments		30	15-16
authorized		30	16
custody of		30	23
formal program		30	16
ineligible		30	19-20, 22
objectives		30	14
types		30	16-22
cash flow results and forecasts		30	24
cash projection report		30	26
forecasting disbursements		30	25-26
forecasting receipts		30	24-25
policies	Pub. 137	30	1, 10-23
objective of	Pub. 137	30	10
Cash Portfolio	Pub. 137	30	18
Cash Projection Report		30	26
becomes operation plan	Pub. 137	30	22
Cash receipts			
automatic deposits		30	8
collection process		30	3-4
daily cash balance report		30	5-6, 30
Exhibit B		30	38
daily collection report		30	5, 10-11
Exhibit A		30	37
daily deposits		30	5, 13
Pub. 137		30	10
daily mail collections		30	6
endorsements standards,		30	6-7
Regulation CC	Exhibit D	30	40
Governmental Moneys Transfer System		30	7-8
journal	Exhibit C	30	5, 13, 39
lockbox service		30	7
policies	Pub. 137	30	1, 6-9
Cash, Sole Control Over		80	23-25
Categorical Grants		75	3

	Section	Page
Cemeteries		
authority to charge for	Exhibit A 55	27
authority to engage in	Exhibit A 55	27
perpetual care trust	55	26
Central Depository		
advantages	30	8
allocating investment earnings	30	10-11
	Exhibit G 30	43
bank account required	30	9
bond funds	30	9-10
disadvantages	30	9
investment transactions	30	10
records and maintenance	30	11-13,
	30	30-31
	Exhibit E 30	41
Certificates of Deposit	30	17
Certification Programs Available to		
Local Governments	99	18-21
Certificate of Excellence in Financial		
Reporting by School Systems Program	99	18
Certification Program for N.C. Local		
Government Finance Officers	99	18-19
Distinguished Budget Presentation Award	99	21
Government Finance Officers Association		
(GFOA) Certification of Achievement		
for Excellence in Financial Reporting	99	19-20
Professional Certification Program for		
North Carolina School Finance		
Officers	99	19
State Treasurer's Governmental		
Accounting/Financial Management		
Program	99	20-21
Chart of Accounts		
account structure	05	5-7
	05A	6-8
assets, generally	05, 05A	12-18
accumulated depreciation	05, 05A	18
cash and investments	05, 05A	12-13
fixed assets	05, 05A	17-18
interfund receivables	05, 05A	16
inventories	05, 05A	16
other assets	05, 05A	17
other debits	05, 05A	18
prepaid expenses	05	16
	05A	17
receivables	05, 05A	13-16

	Section	Page
Chart of Accounts (cont.)		
conversion from the seven digit chart of accounts to the nine digit chart of accounts	05A	61-62
equity	05, 05A	21-23
equity other than fund balance	05, 05A	21
fund balance/retained earnings	05, 05A	21-23
expenditures, generally	05	23-24, 38-62
	05A	23-24, 39-60
accumulated fringe benefits	05	51
	05A	53
capital outlays	05	51
	05A	53
central services	05	39-40
	05A	40-41
cultural and recreational	05	49-50
	05A	51-52
debt service	05	51
	05A	53
economic and physical development	05	42
	05A	43-44
environmental protection	05	41-42
	05A	43
general government	05	38-39
	05A	39-40
human services, generally	05	42-49
	05A	44-51
education	05	49
	05A	51
health	05	42-44
	05A	44-46
hospitals	05	48
	05A	50
mental health	05	44-45
	05A	46-47
other human services	05	48-49
	05A	50-51
social services	05	45-48
	05A	47-49
inventory changes	05	51
	05A	53
object of expenditure codes, generally	05	52-62
	05A	54-60
capital outlay	05	60-61
	05A	59
contra accounts	05	62
	05A	60
contracts, grants, subsidies, and allocations	05	61
	05A	59

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
 TOPICAL INDEX
 PAGE - 13

	Section	Page
Chart of Accounts (cont.), expenditure objects		
current obligations	05	56-59
and services	05A	57-58
debt service	05	61-62
	05A	59
fixed charges and	05	59-60
other services	05A	58
inventory changes/interfund	05	62
transfers/budgetary	05A	60
personal services	05	52-54
	05A	54-56
supplies and materials	05	54-56
	05A	56-57
public safety	05	40-41
	05A	41-42
transfers to other funds	05	52
	05A	53-54
transportation	05	41
	05A	42-43
utilities	05	50-51
	05A	52-53
funds, generally	05	7-11
	05A	8-11
account groups	05, 05A	11
capital project funds	05, 05A	10
central depository/cash		
concentration account	05, 05A	9
debt service funds	05, 05A	9
enterprise funds	05, 05A	10
general fund	05, 05A	9
internal service funds	05, 05A	11
special revenue funds	05, 05A	9
trust and agency funds	05, 05A	10-11
internal controls	80	14, 19
liabilities, generally	05	19-21
	05A	18-21
accounts payable and	05	19
accrued liabilities	05A	18-19
current portion of long-term debt	05, 05A	19
customer deposits	05, 05A	20
deferred revenues	05, 05A	20
interfund/governmental payables	05, 05A	19-20
long-term payables	05, 05A	20-21
revenues, generally	05	23-38
functional activity revenues	05	27-32
and expenditures, generally	05A	28-32
capital	05	31-32
	05A	33
cultural and recreational	05	31
	05A	32
economic and physical	05	29
development	05A	30

	Section	Page
Chart of Accounts (cont.), revenues		
environmental protection	05	29
	05A	30
general government	05	28-29
	05A	29
human services	05	29-31
	05A	30-32
public safety	05	28
	05A	27
transportation	05	28-29
	05A	30
utilities	05	31
	05A	32-33
intergovernmental revenues,	05	25-27
generally	05A	24-27
federal - shared revenues	05, 05A	26
local - shared revenues	05, 05A	27
state - shared revenues	05, 05A	26-27
miscellaneous	05	33
	05A	34
other revenue	05	33-34
	05A	34-35
other taxes and licenses	05	25
	05A	25-26
permits and fees	05, 05A	27
revenue source codes	05	34-38
	05A	35-39
taxes - ad valorem	05	24-25
	05A	25
CheckProtector, Use of	80	30
Checks		
distribution of payroll	80	31-32
not cashed within 30 days	30	25
payable to cash	80	30
prenumbered	80	29
two signatures required on	80	30
voided	80	27, 29
Civil Liability		
federal law	85	8-10
North Carolina law	85	4-8
Clean Water Bond Act - Sewer System Grant	15	104
Clean Water Bond Act - Water System Grant	15	105
Clean Water Revolving Loan and Grant Act	15	106-107
	75	9-10
Client Representation Letter	70	28-29
Coastal Area Management Aid	75	10

	Section	Page
Coinsurance Clause	85	27-29
Collateralization of Deposits	30	14-15
eligible securities	30	11, 26
housing authorities	30	15
internal controls	80	44
option 1 Collateralization	30	15
option 2 Collateralization	30	11
policies	30	15
Combining Statements		
Annual Financial Reporting Requirements	70	8
Commercial Paper	30	20
Common-Law Employee	30	22-23
	40	24-25
Community Development Block Grant Program	75	4-5
	15	46-48
Compensating Controls	80	17
Compliance Accounting	55	8
Comprehensive Annual Financial Report	70	4-5, 7-10,
Conflicts of Interest, generally	35	25-27
Consolidation of Enterprise Capital Projects	65	65-A-1
Subfund within Enterprise Fund Type		
Construction in Progress	20	6-7, 10
Contingencies		
appropriation	10	5, 18
budgeting for	10	18
no actual expenditures from	10	18
Contingent Losses	85	45
Continuation Expenditures	10	14-15
Contractor Insurance	85	20

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
 TOPICAL INDEX
 PAGE - 16

	Section	Page
Contracts		
continuing contracts	35	5-6 39-40
	Appendix A	13, 21
formal bidding	35	13-19
formal contracts	35	14-15
informal bidding	35	19-21
local government authority	35	5
Contractual Liability	85	4
Controlled Substance Tax	15 99	92-93 33-34
Cost Center	55	8
Council of Governments		
assistance in estimating expenditures	10	16
assistance with revenue estimates	10	10
County Annual Financial Information Report (AFIR)	99	17
Court Fees	15	76-78
Credit Cards	45	5
Critical School Facility Needs Fund	15 75	82-83 7
Cultural Activities		
authority to charge for	Exhibit A 55	27
authority to engage in	Exhibit A 55	27
user fees for	55	25-26
Custodial Arrangements	Pub.137 30	15
Custody of Investments	30 Pub. 137 30	23 15
Customer Accounts		
modified	55	18
new	55	18
Cycle Billing	55	18
Daily Collection Report	30 Exhibit A 30 80	5, 10-11 37 23, 24

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
 TOPICAL INDEX
 PAGE - 17

		Section	Page
Daily Deposits		30	5, 13
	Pub. 137	30	10
		80	24
Data Files, Back-Up Copies of		80	43-44
Data Processing Considerations		60	8
Debt Service Payments, Budgeting of		10	12
Deductibles, Insurance			
aggregate deductible		85	24
straight deductible		85	23-24
Delinquent Taxes		50	22-30
advertisement of lien		50	22
collector must report to board		50	22
collector's authority to collect		50	22
limitation on use of remedies		50	30
means of collection		50	22-30
proceeding against personal property		50	23-28
proceeding against real property		50	28-29
Delinquent Taxpayers	Pub. 137	30	7
Department of Revenue			
Ad Valorem Tax Division		50	4
approval of listing systems		50	7
Depositing Payroll Taxes			
federal		40	14-16
state		40	17-18
Deposits			
insurance coverage	Pub. 137	30	10-11
insured		80	26
procedures	Pub. 137	30	10-12
security of	Pub. 137	30	10
Deposits and Investments			
Disclosure Requirements for	Pub. 137	30	21
Deposits, Customer		55	21
Depreciation, generally		20	20-26
accelerated depreciation		20	23-26
budgeting		10	13
composite		20	24-25
double declining balance		20	23, 25
enterprise funds		20	20
estimating useful life		20	21-22
general fixed assets		20	21
group		20	24

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
 TOPICAL INDEX
 PAGE - 18

	Section	Page
Depreciation, (cont.)		
internal service funds	20	20
methods	20	21-26
proprietary funds	20	20
salvage value	20	22
straight-line	20	23, 25
sum-of-the-years'-digits	20	23, 26
Difference in Conditions Policy	85	29
Direct Costs		
defined	55	8
example	Exhibit B 55	28-29
Direct Deposit	40	11-12
Disclosure Requirements		
Notes to Financial Statements	85	49-51
examples	Exhibit B 85	69-72
Discounting of Claims	85	47
Discoveries	50	13-14
budgeting for		
carry-forward of real property listing	50	13
counties notifying municipalities	50	14
notifying taxpayer of listing	50	12
payment of penalties	50	14
penalties on	50	14
petition for compromise of	50	14
taxed for five previous years	50	13
two types of	50	13
Discretionary Immunity	85	5-6
Diskettes, Proper Storage and Care for	80	44
Disposal of Fixed Assets, generally	20	13-19
negotiated offer, advertisement, and upset bids	20	15
private negotiation and sale	20	16
public auction	20	15
sealed bids	20	14
Double Entry Accounting	60	4
Drug-Free Workplace Act of 1988	99	95
Dual Office Holding	40	29-30
Dual Signatures on Checks	80	30-31
Earned Income Credit	40	7

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
 TOPICAL INDEX
 PAGE - 19

	Section	Page
Easements	20	11
Elasticity of Demand	55	10
Emergency Management Funds	10	32-33
Emergency Services		
authority to charge for	Exhibit A 55	27
authority to engage in	Exhibit A 55	27
discussion of	55	23
Employee vs. Independent Contractor	40	23
costs of misclassification	40	25
common law rules	40	24-25
Employee Expense Reports	80	32
Encumbrances, generally	35	31-38
accounting for	35	31-38
budgetary accounting	35	31-38
defined	35	31
illustration	35	36-38
internal controls	80	36-37
recommended policy	35	34-36
sample continuing contract resolution	35	39-40
Endorsement Standards, Reg. CC	30	6-7
Exhibit D	30	40
Engagement Letter	70	27-28
Enterprise Fund, Operating Transfers Out	10	14
Entitlement Land Revenues	15	43-44
Entitlements	75	4-5
Environmental Liability	85	10-12
EPA (201) Sewer Construction Grant Program	75	5
Equipment		
defined	20	6
initial inventory	20	11
recording	20	7
valuation	20	10
Equity	05, 05A	21-23
equity other than fund balance	05, 05A	21
fund balance/retained earnings	05, 05A	21-23

	Section	Page
Escheat and Unclaimed Property		
purchasing	35	11-12
internal controls	80	20
user fees	55	20
Escrow Agreements	30	11
	Pub. 137	
Excise Stamp Tax	15	8
Execution Sale, Foreclosed Property	50	29
Expansion Expenditures	10	15-16
Expenditures, generally	05	23-24, 38-62
	05A	23-24, 39-60
accumulated fringe benefits	05	51
	05A	53
capital outlays	05	51
	05A	53
central services	05	39-40
	05A	40-41
cultural and recreational	05	49-50
	05A	51-52
debt service	05	51
	05A	53
economic and physical development	05	42
	05A	43-44
environmental protection	05	41-42
	05A	43
general government	05	38-39
	05A	39-40
human services, generally	05	42-49
	05A	44-51
education	05	49
	05A	51
health	05	42-44
	05A	44-46
hospitals	05	48
	05A	50
mental health	05	44-45
	05A	46-47
other human services	05	48-49
	05A	50-51
social services	05	45-48
	05A	47-49
inventory changes	05	51
	05A	53
object of expenditure codes, generally	05	52-62
	05A	54-60
capital outlay	05	60-61
	05A	59

	Section	Page
Expenditures, (cont.)		
contra accounts	05	62
	05A	60
contracts, grants, subsidies, and allocations	05	61
	05A	59
current obligations and services	05	56-59
	05A	57-58
debt service	05	61-62
	05A	59
fixed charges and other services	05	59-60
	05A	55
inventory changes/interfund transfers/budgetary	05	62
	05A	60
personal services	05	52-54
	05A	54-56
supplies and materials	05	54-56
	05A	56-57
public safety	05	40-41
	05A	41-42
transfers to other funds	05	52
	05A	53-54
transportation	05	41
	05A	42-43
utilities	05	50-51
	05A	52-53
Facsimile Signatures	80	30-31
control over	80	30-31
Fair Labor Standards Act	40	30
administrative employees	40	35
basic wage standards	40	30
child labor provisions	40	37-38
common wage-hour violations	40	40-41
enforcement	40	40
executive employees	40	35
exemptions		
compensatory time	40	31-32
minimum wage and overtime pay exemption	40	35
occasional or sporadic employment	40	32
overtime pay exemption	40	31
partial overtime pay exemption	40	33
small employer exemption	40	32
hours worked	40	41-42
professional employees	40	36
recordkeeping	40	38-39
volunteers	40	37
workweek	40	41
Family & Medical Leave Act	40	42-43

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
 TOPICAL INDEX
 PAGE - 22

	Section	Page
Feasibility Study	55	5
Federal Aid and Grants	75	4-6
Pub. 137	30	9
Federal Deposit Insurance Corporation	30	14
Pub. 137	30	10
Federal Emergency Management Agency (FEMA)	15	53-58
Federal Excise Taxes	35	29-30
Federal Forfeited Property	99	31-33
Federal Grant Funds, Purchase of Fixed Assets with	80	41
Fidelity Bonds	Pub. 137 30	23
finance officer	Pub. 137 30	23
required for certain employees	Pub 137 30	23
Finance Officer		
involvement in budget process	10	9
need to review cash projection	Pub. 137 30	22
personal liability of	Pub. 137 30	14
personal responsibility for expenditures	10	28
responsible for all transactions	Pub. 137 30	13
responsibility to manage and safeguard investments	80	33-34
Financial Institutions		
annual report of	Pub. 137 30	28
asset growth of	Pub. 137 30	28
capital adequacy	Pub. 137 30	29-30
disclosures to local units	Pub. 137 30	26
evaluation of financial soundness	Pub. 137 30	27-32
fee-based pricing by	Pub. 137 30	26
growth in equity	Pub. 137 30	29
growth in net income	Pub. 137 30	28-29
growth in problem loans	Pub. 137 30	29
ratio analysis of	Pub. 137 30	28-29
four areas	Pub. 137 30	29-32
sample	Exhibit B, Pub. 137 30	71-73
trend analysis of	Pub. 137 30	28
Financial Reporting		
annual requirements	70	4-5
audit	70	10-11

	Section	Page
Financial Reporting (cont.)		
audit contract	70	10-11, 14-17
audit invoices	Appendix A 70	41-42 10-11, 14-17
audit scope	70 70	6,8,10-11 12-14, 18-19
financial section of the CAFR	70	8-9
interim financial management reporting	65	6-13
objectives	60	3-4
preparation- annual financial statements	70	4-5,7-10
preparation - principles	Appendix 65	65-1
special purpose reporting	70	9-10
supplemental reporting	70	9-10
Financial Statement Considerations		
Regarding Taxes	50	33-35
Fines, Penalties, and Forfeitures	15	79
Fire Protection Districts, Rural, generally	99	52-59
annexation of	99	57
assumption of debt	99	59
contracts with incorporated volunteer		
fire departments	99	55-56
providing fire protection services	99	54
rural fire protection district fund	99	53-54
accounting procedures	99	54
administration	99	53
budget procedures	99	53-54
tax levy	99	52
Fire Protection Funds	15	62
Fire Protection Services, generally	99	52-59
annexation of a rural fire department	99	57-58
assumption of debt	99	59
contracts with incorporated volunteer		
fire departments	99	55-56
methods of providing	99	54
rural fire protection districts	99	52-53
fund	99	53-54
tax levy	99	52
Fiscal Policy, Adoption of	99	16
Fixed Assets		
acquired with federal revenues	20	16-19
auditor's opinion	20	4, 9

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
 TOPICAL INDEX
 PAGE - 24

	Section	Page
Fixed Assets, (cont.)		
benefits of a fixed assets		
accounting system	20	4-5
betterments	20	5
buildings	20	5, 6, 8, 10
classification	20	5-6
Comprehensive Annual Financial Report	20	4
construction in progress	20	6, 7, 10
controlling	20	8-8a
cost	20	8a-10
defined	20	4
depreciation	20	20-26
disposals	20	13-19
equipment	20	6-8, 10, 17
estimated cost	20	9-10
estimated useful life	20	21-22
financial reporting	20	19
Government Finance Officers Assoc.'s		
Certificate of Achievement for		
Excellence in Financial Reporting	20	4
historical cost	20	4, 9-10
improvements other than buildings	20	5, 6, 10
infrastructure	20	5
installment agreements	20	11-13
insurance coverage of	80	41
inventory of	20	10-11
issuing bonds	20	4
land	20	5, 6, 8, 10-11
noncancelable leases	20	11-13
operating plants	20	6, 7, 8, 10
physical count of	80	39
public domain	20	5
reconciliation to accounting records	80	39
recording	20	6-8
salvage value	20	22
tagging of	80	40
valuation	20	8a-10
vehicles	20	6, 7, 8
Fixed Costs	55	11
Flexible Budgeting	55	16-17
FmHA Refundings, Accounting for	99	93-94
F.O.B Dest./Shipping Pt. to transfer risk	85	20-21
Form 1099 Reporting	40	26-28
backup withholding	40	28
exempt payments	40	27
filing requirements	40	-27
penalties	40	28
reportable payees	40	27

	Section	Page
Foreclosure	50	28-29
definition of	50	28
in rem	50	28-29
in the nature of an action to foreclose	50	28
types of	50	28-29
when appropriate	50	28
Formal Bidding, generally	35	13-19
advertisement	35	16-17
bid deposit	35	17
change order	35	19
defined	35	14
dividing contracts	35	14, 20
exceptions	35	14-15
gasoline and other fuels	35	14
hospitals	35	14
number of bids	35	17-19
other governmental units	35	20
payment bond	35	18-19
performance bond	35	18-19
requirements	35	16-19
responsible bidder	35	17-18
single-prime contractor	35	17-18
solid waste disposal facilities	35	14
unintentional error	35	19
Franchise Taxes	15	37-38
Fund Balance, generally	99	2-15
enterprise funds	99	2-3
fund balance available	99	2-15
calculation	99	8-15
8% minimum for tax-levying units	10	18
estimation of	10	17-18
overappropriation of	10	17-18
sample calculation of		
estimate	Appendix H	56-59
general fund	99	3-15
non-tax-levying units	99	4-5
tax-levying units	99	4-15
Funds, generally (for purposes of the chart of accounts)	05	7-11
account groups	05A	8-11
capital project funds	05, 05A	11
central depository/cash	05, 05A	10
concentration account	05, 05A	9
debt service funds	05, 05A	9
enterprise funds	05, 05A	10

	Section	Page
Funds, chart of accounts, (cont.)		
general fund	05, 05A	9
internal service funds	05, 05A	11
special revenue funds	05, 05A	9
trust and agency funds	05, 05A	10-11
General Obligation Debt		
affidavit and surety bond for lost, stolen, or destroyed bonds or notes (example of)	90B	76-77
annual bond and note principal and interest requirements (memo)	90B	74
annual bond principal and interest requirements (form)	90B	75
application for approval of issuance of bonds (example of)	90B 90B	14-18 54-67
approval and authorization	90B	6-23
approval by the Local Government Commission	90B	17-18
authorized purposes	90B	7-9
bond closing and transfer of proceeds	90B	35-36
bond counsel	90B	11-12
bond order as adopted	90B	21
bond order as introduced to governing board	90B	18-19
book-entry bonds		30
calendar of proceedings for authorization of bonds	90B	48
calendar of proceedings for bond or note sale and delivery	90B	50
certificated bonds	90B	30
classifications of bond ratings	90B	29
closing papers for bonds	90B	35
confirmation of sale of bonds	90B	69
debt service requirements	90B	44-45
debt service budget requirements (memo)	90B	74
destruction of cancelled bonds, notes and coupons	90B	45-46
factors considered and information required for bond rating analysis	90B	26-30
financial and statistical data	90B	32
financial statements	90B	32-33
flow chart of bond authorization process	90B	49
sale and delivery for bonds or notes	90B	51
general obligation bond sale procedures	90B	23-36
legal debt margin	90B	19-20
local attorney (role of)	90B	12

	Section	Page
General Obligation Debt, (cont.)		
lost, stolen, defaced, or destroyed		
bonds or notes	90B	46-47
maximum maturities of bonds	90B	7-9
news release (of bond sale)	90B	68
notice of debt principal		
and interest due	90B	72
notice of intent	90B	13-14
notice of sale	90B	33-34
offering document	90B	30-31
official statement	90B	31-32
opening and award of bids	90B	34-35
preapplication or preliminary conference	90B	9-11
preliminary statement of debt	90B	16-17
preparation of bond offering document	90B	30-31
private or negotiated sale	90B	43-44
project need/voter approval	90B	6-7
publication of bond order as		
introduced, notice of public hearing		
and that sworn statement of debt is		
available for public inspection	90B	20-21
publication of notice of bond sale	90B	33-34
publication of notice of intent to		
apply to LGC for bond authorization	90B	13-14
ratings by national rating agencies	90B	24-30
referendum	90B	21-23
resolution authorizing unit to file		
application with LGC	90B	12-13
resolution providing for sale of bonds	90B	33-34
resolution authorizing issuance		
of replacement bonds or notes		
(example of)	90B	79
results of bond sale	90B	70
results of referendum	90B	22
scheduling the bond sale	90B	24
sworn statement of debt	90B	19-20
two-thirds exception	90B	6-7
General Obligation Bond Anticipation Notes		
calendar of proceedings	90B	50
closing and application of proceeds	90B	40-41
confirmation of sale of		
bond anticipation notes	90B	71
flow chart of proceedings	90B	51
notice of maturing principal and/or		
interest of bond anticipation notes	90B	73
offering information and blank		
proposal (or note circular)	90B	37-38
planning a note issue	90B	36-37
renewals (exchanges)	90B	41-42
sale date (for notes)	90B	39
sale results, confirmation,		
and news release	90B	39-40

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
 TOPICAL INDEX
 PAGE - 28

	Section	Page
General Purpose Financial Statements	70	4-5, 8-9
Gifts and Favors	35	27-28
Governing Body		
minutes	80	20
participation in system of controls	80	18
response to audit findings	80	18-19
Governmental Funds		
recording and reporting of grant funds	75	13
Governmental Immunity	85	6
Governmental Moneys Transfer System	30	7-8
Pub. 137	30	8-9
Grant Anticipation Notes	90B	42
Grant Audits		
audit scope	70	18
Grant Project		
copies filed	10	23-24
definition of	10	23-24
projects best suited for grant ordinance	10	23-24
Grant Project Ordinance		
adoption of entered into Board minutes	10	23-24
grants	75	10
information included in annual budget	10	23-24
Grants (also see revenue sources)		
accounting for	75	3
aeronautics	75	8
authority to accept	75	3
balance sheet reporting	75	14
block grants	75	3, 4-5, 7
categorical grant	75	3
classifications of	75	3-4
Clean Water Revolving Loan Aid	75	9-10
Coastal Area Management Aid	75	10
community development	75	4-5
Critical School Facilities Needs Funds	75	7
EPA (201) Sewer Construction Grant		
program	75	5
entitlement	75	4-5
entitlement cities	75	5
expenditure reporting	75	14
FmHA community facilities program	75	5
front-end money	75	12
human services programs	75	4

	Section	Page
Grants, (cont.)		
in-kind contributions	75	15
libraries	75	7
program revenue	75	14-15
project ordinance	75	10
public health	75	8-9
Public School Building Capital Fund	75	6
revenue reporting	75	13-14
special revenue fund	75	11
types	75	3
veterans' services aid	75	8
Grants Management	75	10
Guaranteed Energy Savings Contracts	35	23-25
Hazard Mitigation Grant Program (HMGP)	15	59-61
Health Departments, County	99	60-61
Health Services Programs-State and Federal Grants	15	113
Hospitals, Public, generally	99	39-45
sale of hospital to a for-profit corporation	99	41-45
sale of hospital to a non-profit corporation	99	40-41
Human Resource Policies and Practices, Relation to Internal Controls	80	7
Human Services Programs	75	4
Illustrative Financial Statements		
Carolina County	65	65-B-1 65-B-27
City of Dogwood	65	65-C-1 65-C-98
Imprest Payroll Account	40	11
Improvements Other Than Buildings		
defined	20	5
initial inventory	20	10
recording	20	6
valuation	20	10
Income Loss	85	13
Independent Contractor	40	23-24

	Section	Page
Indirect Costs	55	8
	99	96-162
user fee, example	Exhibit B 55	29-30
Informal Bidding, generally	35	19-21
dividing contracts	35	20
gasoline and other fuels	35	20
other governmental units	35	20
payment bond	35	20-21
performance bond	35	20-21
responsible bidder	35	20
Informant Funds	99	37
Information Returns, purchasing	35	10-11
Information Systems, Relation to Internal Controls	80	8
Infrastructure	20	5
In-Kind Contribution	75	15
Insolvents List	50	31-32
Installment Agreements	20	11-13
Insurance		
coverage	80	20
deposits	Pub. 137 30	26
general discussion	85	25
liability insurance		
automobile liability	85	35
errors and omissions	85	36-37
excess insurance	85	34
general liability	85	32-34
umbrella liability	85	34-35
property insurance	85	25-26
automobile physical damage coverage	85	31
boiler and machinery	85	29-30
crime	85	32
difference in conditions	85	29
electronic data processing systems insurance	85	30-31
fire and extended coverage endorsement	85	26-29
inland marine policies	85	31-32
valuable records coverage	85	30
Intangible Personal Property Tax	15	63-65
Interfund Transfers, Budgeting of	10	5, 29

	Section	Page
Intergovernmental Revenues-Federal	15	41-61
Intergovernmental Revenues-State	15	62-116
Interim Budget Ordinance	10	29-30b
Appendix I	10	60-63
Interim Reports, generally	65	3-14
balance sheet	65	7-9
budget	65	4-11, 13
cash flow results and forecast	65	8, 11, 13
defined	65	3
financial reports	65	6-13
frequency	65	3, 7
GAAP basis	65	11
narrative financial summary	65	8
operations reports	65	4-5
presentation methods	65	11-13
project status reports	65	5-6
statement of actual and budgeted expenditures and encumbrances	65	8, 10-11
statement of actual and estimated revenues	65	8-10
types of	65	3-5, 8-13
Internal Audit Staff	80	5, 11
Internal Control		
cash management	30	33
Pub. 137		
compensating controls	80	17
cross-training benefits of	80	12
documents and records essential to system of controls	80	13
documentation of transactions, adequate	80	13-14
dual control, back-up keys to cash	80	25-26
components of internal control	80	4-15
environment	80	4-7
definition of	80	4
external audit	70	18-19, 23
general and statutory	80	20
in accounts payable, expenditures, encumbrances, purchasing and contracting	80	36-38
in accounts receivable	80	33
in a small system EDP environment	80	43-44
in cash disbursements	80	29-31
in cash receipts	80	23-26
in current liabilities, bonds payable, and other long-term debt	80	42-43
in deposits in financial institutions	80	26-27
in interfund transactions	80	41-42
in inventory and fixed asset management	80	38-40
in investment management	80	33-36

	Section	Page
Internal Control, (cont.)		
in payroll	80	31-32
in petty cash	80	27
in revenues	80	28
in small units	80	17
in tax collections	80	29
in the accounting system	80	19
in travel expenditures	80	32-33
objective of	80	3-4
rotation of duties	80	12
prenumbered checks	80	13, 29
prenumbered purchase orders	80	37
safekeeping receipts	80	23-26
supervisory review of records	80	9
must be thorough	80	9
must be timely	80	9
surprise basis	80	12
surprise cash counts	80	25
that affect the control environment	80	18-19
unclaimed payroll checks	80	32
unissued receipts	80	24
unused check supply	80	29
voided checks	80	27, 29
voided receipts	80	24
Internal Service Funds		
annual budget not required	10	5
discussion	10	24
financial plan required	10	5, 24
sample financial plan	Appendix G 10	55
Inventories		
accounting for		
consumption method	25	3, 6
cost	25	4
cost flow assumptions	25	4-6
equity reserves	25	3
note disclosure	25	6
perpetual	25	3-6, 10-12
purchases method	25	3, 6
budgetary accounting	25	12
consumption method	25	3, 6
control of	80	39
Pub. 137	30	24
control system	25	2, 10
cost	25	4
cost flow assumptions	25	4-6
cycle counts	25	11
definition	25	2
expenditure recognition	25	3
fuel and oil	25	9
fund accounting considerations	25	2-3

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
 TOPICAL INDEX
 PAGE - 33

	Section	Page
Inventories, (cont.)		
insurance	25	8
	80	40
issuing materials	25	9
nonstock items	25	8-9
perpetual	25	3-6, 10-12
physical count	25	10-12
	80	39
preaudit certificate	25	12
purchases method	25	3, 6
receiving	25	7, 9
reconciliation to accounting records	80	39
reorder point	25	6-7
scrap	25	9
storage facilities	25	8
structure of unit	80	4
Investment Policy		
formal program	30	16
objectives	30	14
written agreement needed for	Pub. 137 30	13
Investment Portfolio		
Diversification	Pub. 137 30	20-21
Investment Procedures	Pub. 137 30	12-20
written procedures, for investment program	Pub. 137 30	12
Investments		
authorized	30	16
	Pub. 137 30	16-20
custodial arrangements for	30	23
	Pub. 137 30	15
evaluation of performance	Pub. 137 30	33
evaluation of risk	Pub. 137 30	33
guidelines for selection	Pub. 137 30	13-14
ineligible	30	19-20, 22
management's responsibility for	Pub. 137 30	12
outside investment program	Pub. 137 30	13
professional investment managers	Pub. 137 30	13
written agreement needed for	Pub. 137 30	13
Invoices,		
payment of	Pub. 137 30	24
photocopies of	80	20
user fee, sample of	Exhibit D 55	34
Job Descriptions	80	18
Joint Arrangements for Collection of Property Taxes	Pub. 137 30	7

	Section	Page
Journal Vouchers	60	6-7
Land		
defined	20	5
initial inventory	20	10-11
recording	20	6
valuation	20	10
Land Records Management Program	50	7
Land Transfer Taxes	15	7
Late Fees		
utility accounts	55	21
Law Enforcement Agencies, Funds Received By	99	31-37
controlled substance tax	99	33-34
federally forfeited property	99	31-33
informant funds	99	37
Lawyers' Letters	70	28
League of Municipalities		
assistance in estimating expenditures	10	16
assistance with revenue estimates	10	10
Leases		
capital	20	12-13, 19
operating	20	12, 19
recording	20	11-13, 19
Leasing		
using to transfer risk	85	19
Liabilities, generally	05	19-21
	05A	18-21
accounts payable and accrued liabilities	05	19
	05A	18-19
current portion of long-term debt	05, 05A	19
customer deposits	05, 05A	20
deferred revenues	05, 05A	20
interfund/intergovernmental payables	05, 05A	19-20
long-term payables	05, 05A	20-21
Liability, risk types		
Civil liability	85	4-10
contractual liability	85	4
environmental liability	85	10-12
Libraries	75	7

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
 TOPICAL INDEX
 PAGE - 35

		Section	Page
Liquidity	Pub. 137	30 99	31-32 2-15
Local Government Commission information required to be submitted to the Local Government Commission		99	17
Lockbox Collection System	Pub. 137	30	6-7
Loss of Income		85	13
Loss Reserve Account		85	23
Machinery Act		50	4
Magnetic Media Filing		40	22-23
Internal Revenue Service		40	22
North Carolina Dept. of Revenue		40	22-23
Management of Cash and Taxes Report		50	33
Management Reporting			
financial		65	6-13
operations		65	4-5
project status		65	5-6
Manufacturers' Inventories Tax Exclusion Reimbursement		15	89-94
Marginal Cost Pricing		55	11-12
Materials and Supplies, Purchase of	Pub. 137	30 80	25 20
Mental Health Centers, generally		99	62-63
division of the county		99	62
public authority		99	62-63
Mental Health, Developmental Disabilities and Substance Abuse Services		15	110-112
Ministerial Acts, Liability for		85	7
Miscellaneous Revenues		15	121-126
Money Market Deposit Account		30	17
Monitoring and Reporting on the Plan			
formal review		30	34-35
performance reporting		30	35-36
policies	Pub. 137	30	2, 33
Public Deposit Status Report		30	36
Report of Cash Balance		30	36

	Section	Page
Monopoly Pricing	55	12
Monthly Closings	65	3-4
Monthly Financial Reports	80	18
Motor Vehicle License Tax	15	35
Motor Vehicle, Sale of	50	27
Multiple Billing Cycles for Utility Bills	30	8
	Pub. 137	
Municipal Financial Annual Information Report	99	17
Municipalities, Authority Regarding Taxation located in more than one county	50	6
retain rights to determine property for taxation	50	6
Mutual Fund	30	21-22
Narrative Financial Summary	65	8
sample	65	15-16
	Appendix A	
Negotiable Order of Withdrawal Account	30	17
911 Charges	15	28-29
Noninsurance	85	22-23
for risk control	85	18-21
for risk financing	85	24-25
North Carolina Cash Management Trust	30	21
	Pub. 137	30
	17-18,	20
cash portfolio	Pub. 137	30
term portfolio	Pub. 137	30
North Carolina Court of Appeals	50	12
North Carolina Department of State Treasurer	30	11
	Pub. 137	
North Carolina Supreme Court	50	12
Occupancy Taxes	15	25-26
1% Local Government Sales and Use Tax	15	15-17
Open Meetings Law, Notice Requirements of	10	19
Operating Plants	20	6-8, 10

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
 TOPICAL INDEX
 PAGE - 37

	Section	Page
Operations Reporting	65	4-5
Option 1 Collateralization	Pub. 137 30	11
Option 2 Collateralization	Pub. 137 30	11
Order of Collection	50	18
failure to issue	50	18
given to tax collector	50	18
Organization Chart	80	18
Overnight Prime Quality Commercial Paper	Pub. 137 30	19
Parking, Off - Street, Authority to charge for	Exhibit A 55	27
engage in	Exhibit A 55	27
Passive Retention	85	21
Payment Bond	35	18-19
Payroll Checking Account, Separate Account Recommended	80	32
Payroll Deposit Rules		
federal taxes	40	11-17
deposit schedules	40	12-13
social security and withheld income taxes	40	14-17
unemployment tax (FUTA)	40	13-14
state taxes	40	17-18
Payroll Forms		
Form 111	40	20
Form 940	40	19
Form 941	40	19
Form 1096	40	26
Form 8109	40	15
Form 8508	40	22
Form DP42	40	22
Form I-9	40	5
Form NC-1	40	17
Form NC-2	40	22
Form NC-3, NC-3M, NC-3A	40	20
Form NC-4	40	5-7
Form NC-5, NC-5M, NC-5P	40	17-18
Form NC-57	40	22
Form NCUI-101	40	20
Form SS-8	40	25
Form W-2	40	19

	Section	Page
Payroll Forms, (cont.)		
Form W-3	40	19
Form W-4	40	5-7
Form W-5	40	5-7
Form W-9	40	28
Payroll Processing	40	10
Payroll Records	40	9-10
earnings record	40	10
payroll check register, payroll journal	40	10
retention guidelines	40	10
Penalties and Interest on Payroll Taxes		
federal	40	16-17
state	40	18
Penalty for Failure to List Property for Taxes	50	6
Performance Bond	35	18-19
Performance Reporting	30	35-36
Permits and Fees	15	117-120
Personnel Administration	40	4-9
employment and payroll forms	40	5-7
interviewing and hiring	40	4-5
personnel files	40	7-8
personnel policies	40	8-9
Personnel Files	80	31-32
Personnel Losses	85	13-14
Personal Property	50	7-9, 22-28
appraisal of	50	9
appraisal techniques	50	9
assistance to units in identifying	50	7-8
collection of delinquent taxes against	50	22-28
sale of personal property	50	26-28
distribution of proceeds	50	27
for satisfaction of tax claim	50	26
postponement of sale	50	27-28
Petty Cash		
subject to surprise audit	80	27
vouchers	80	27
Physical Control of Assets	80	9-10
Piggybacking Exception	35	15

	Section	Page
Piped Natural Gas Tax	15	68-69
Preaudit Certificate		
internal controls	80	38
not required on all payroll checks	80	32
purchasing	35	7-8
Prepared Food Tax	15	27
Principles Used in the Preparation of the Illustrative Financial Statements	65	65-1 65-27
Private Good	55	3
Privilege License Taxes	15	32-34
Procedures Manual	80	14, 19
Program Revenues	75	14-15
Project Ordinance	75	10
Project Status Reporting	65	5-6
Projecting Cash Flows	Pub. 137 30	21-23
definition of	Pub. 137 30	21
purpose of	Pub. 137 30	21
Property Losses	85	12-13
Property Tax Assessor	50	4-5
certification required	50	4-5
duty to discover property	50	13
internal controls	80	29
responsibility to list property	50	4
Property Tax Billing and Collection		
consolidating county's and municipalities	30 Pub. 137 50	8 32-33
Property Tax Billings	Pub. 137 30	6
Property Tax Book	50	15
Property Tax Collection		
cash management	Pub. 137 30	6
certificate of intent to foreclose	50	28-29
delinquent taxes	50	22-23
foreclosure, in rem	50	28-29
constitutionality of	50	29
foreclosure, in the nature of an action to foreclose	50	28

	Section	Page
Property Tax Collection, (cont.)		
Notice of Attachment and Garnishment	50	23-25, 36
sample	Appendix A	36
Notice of Levy and Sale	50	26-27, 38
sample	Appendix C	38
Notice of Return, sample	Appendix B	37
percentage of	50	4, 35
Property Tax Collector	50	17-18,
		31-32
annual settlement	50	31-32
appointment of	50	17
insolvents list	50	31-32
internal controls	80	29
qualifications of	50	17
removal of	50	18
selection of	50	17
settlement		
annual, time of	50	31
called by board at any time	50	31
deficiencies of	50	32
definition of	50	31
definition of charges at	50	32
definition of credits at	50	32
process of	50	31-32
with board	50	31-32
with tax collector	50	31-32
Property Tax Commission	50	5
appeals to	50	12
advertisement of property sale date	50	27
against motor vehicle	50	27
cash management	Pub. 137	7
cannot be changed by budget amendment	10	27
definition of	50	25
distribution of sale proceeds	50	27
fees owed	50	27
general discussion	10	5
made by tax collector		
Property Tax Levy		
without obtaining judgement	50	26
newly annexed property	50	12
personal property acquired		
since tax listing	50	26
property that may be levied upon	50	26
steps in making	50	26-28
Property Tax Lien	50	20-21
advertisement	50	22
attachment of to personal property	50	20-21
attachment of to real property	50	20
creation of	50	20

	Section	Page
Property Tax Lien, (cont.) priority of	50	20-21
Property Tax Listings	50	6-8
extension of time to list	50	7
information to be contained in	50	6-7
must be in name of owner of property	50	7
permanent system of	50	7
personal property	50	6-7
real property	50	6-7
Property Tax Maps	50	7
Property Tax Note Disclosures sample	Appendix D 50	39-40
Property Tax Receipts	50	15A-17
approval of by N. C. Department of Revenue	50	16
cash management	30	6
delivery to tax collector	50	16
information to be included in	50	16-17
no legal requirement for distribution to taxpayers	50	15A
revenue source	15	3-5
use as tax bills	50	15A
Property Tax Records	50	14-15A
changes in	50	15-15A
changes submitted to Board of Equalization	50	15-15A
combined book and scroll	50	15
in two parts	50	15
required contents of	50	14-15A
Property Tax Refunds	50	21-22
board members responsibility	50	21
definition of	50	21
when granted	50	21
written request required for	50	21-22
Property Tax Releases		
board members responsibility	50	21-22
definition of	50	21
internal controls	80	29
when granted	50	22
written request required for	50	21-22
Property Tax Reporting in Financial Statements		
required note disclosures	50	33
required schedules	50	33-34
Property Tax Scroll	50	15

	Section	Page
Property Taxes, Expected Collection Rate of	10	6
Property Taxes, Must Be Applied Uniformly	50	8
Property Taxes, Payment of	50	18-20
collector's responsibility		
to present checks	50	19
discounts	50	19-20
due date of	50	20
effects on lien of returned check	50	19
interest on late payments	50	20
must be in national currency	50	18
not required to accept checks	50	19
partial payments	50	19
penalty for returned check	50	19
prepayments	50	20
small overpayments	50	19
small underpayments	50	19
Property Valuation	50	6, 8-12
adjustment in non-valuation years	50	12
changes must be made in		
accordance with manual	50	11-12
cities must accept county assignment of	50	6
correction of clerical or math errors in	50	12
definition of true value	50	9
special classes of property	50	8-9
Use-Value Advisory Board	50	10
Property Taxes, Voted	10	14
Proprietary Funds		
grant accounting	75	13
Public Auction, of Personal		
Property as Result of Levy	50	27-28
Public Budget Hearing		
holding of	10	7, 19-20
scheduling of	10	7, 19
Public Deposit Status Report (INV-91)	30	36
Pub. 137	30	12
Public Domain	20	5
Public Employee Bonds	85	40-42
Public Entity Risk Pools	85	39-40
Public Good	55	3

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
 TOPICAL INDEX
 PAGE - 43

	Section	Page
Public Health Aid	75	8-9
Public School Building Bond Fund	15	84-86
Public School Building Capital Fund	15	80-81
Public School Law, generally	99	22-29
Purchase Order		
cash management	30	24
internal controls	80	30, 37-38
purchasing	35	7-8
Purchasing Function, generally	35	1- 40
bidders' lists	35	13
budget	35	5-7
building contract specifications	35	21-23
computer equipment	80	34
conflicts of interest	35	25-27
encumbrances	35	31-38
escheat and unclaimed property	35	11-12
federal excise taxes	35	29-30
formal bidding	35	13-19
gifts and favors	35	27-28
Guaranteed Energy Savings Contracts	35	23-25
informal bidding	35	19-21
information returns	35	10-11
local government authority		
to make purchases	35	5
low value purchases	35	21
open-ended purchase order	35	8
preaudit certificate	35	7-8
procurement cards	35	8-9
purchase order	35	7-8
receiving	35	10
records	35	9-10
requisitions	35	7
State contracts	35	30-31
State tax refunds	35	28-29
vendor's invoices	35	10
Real Property, Appraisal and Valuation of	50	8-11
formally adopted	50	10
horizontal adjustments to valuation	50	9A
preliminary value assigned	50	10-11
present-use value of	50	9
property owners notified	50	11
schedule of reappraisal	50	9A
Real Property Appraisal Manual	50	9A-10
appeals on	50	10
board must adopt	50	9A-10

	Section	Page
Real Property Appraisal Manual, (cont.)		
public hearing on	50	10
sources of information for	50	10
statement published on	50	10
Reappraisal Fund	10	13
Reasonableness, Test of	55	5
Records Retention	80	19
	99	30
Recreational Activities		
authority to charge for	Exhibit A 55	27
authority to engage in	Exhibit A 55	27
user fees	55	25-26
Refinancing Plans, When Established	10	13
Refund of Federal Excise Tax on Gasoline	15	127-128
Refund of Local Government Sales and Use Tax	15	133-135
Refund of State Gasoline Tax	15	129
Refund of State Sales and Use Tax	15	130-132
Registers of Deeds Fees	15	118
Regulatory Fees	15	117
Reimbursement of Expenditures	55	14-16
Reimbursement of 50% of Property Tax Loss Due to Homestead Exemption	15	102-103
Reinsurance	85	38
Replacement Cost Coverage	85	27
Report of Cash Balance	30	36
	99	17
Reporting the Activities of an Enterprise Capital Projects Subfund with the Enterprise Fund Type	65	65-A-1 65-A-13
Reporting Entity	70	5-7
	99	67-71
criteria, NCGA Statement 3	99	67-71
criteria review worksheet	99	70-71

	Section	Page
Repurchase Agreements	30	22
Pub. 137	30	18-19
Request for Proposal for Audit Services		
auditor selection process	70	25-26
sample	Appendix A 70	30-40
Requests for Proposals for Banking Services	30	32-34
sample	Pub. 137 Appendix A 30	66-70
Retailers' and Wholesalers' Inventories Tax Exclusion Reimbursement	15	95-101
Retained Risk accounting for	85	45-46
Retirement Contributions	40	20-21
Revenues partial payments	80	28
Revenues and Account Structure, generally	05	23-38
	05A	23-39
functional activity revenues	05	27-32
and expenditures, generally	05A	28-33
capital	05	31-32
	05A	33
cultural and recreational	05	31
	05A	32
economic and physical development	05	29
	05A	30
environmental protection	05	29
	05A	30
general government	05	28-29
	05A	29
human services	05	29-31
	05A	30-32
public safety	05	28
	05A	29
transportation	05	28-29
	05A	30
utilities	05	31
	05A	32-33
intergovernmental revenues, generally	05	25-27
	05A	24-27
federal - shared revenues	05 , 05A	26
local - shared revenues	05	26-27
	05A	27
state - shared revenues	05, 05A	26-27
miscellaneous revenue	05	33
	05A	34
other revenue	05	33-34
	05A	34-35

	Section	Page
Revenues and Account Structure, (cont.)		
other taxes and licenses	05	25
	05A	25-26
permits and fees	05, 05A	27
revenue source codes	05	34-38
	05A	35-39
taxes - ad valorem	05	24-25
	05A	25
Revenue Anticipation Notes	90B	42
Revenue Sources		
Additional Supplemental One-Half of One Percent Sales and Use Tax (Article 42)	15	22-24
Alcoholic Beverage Control Distribution	15	123-126
animal taxes	15	6
Beer and Wine Excise Tax	15	70-71
Clean Water Bond Act-Sewer System Grant	15	104
Clean Water Bond Act-Water System Grant	15	105
Community Development Block Grant Program	15	46-48
court fees	15	76-78
Critical School Facility Needs Fund	15	82-83
Division of Mental Health, Developmental Disabilities and Substance Abuse Services	15	110-112
entitlement land revenues	15	43-44
excise stamp tax	15	8
fines, penalties, and forfeitures	15	79
fire protection grant funds	15	62
franchise taxes	15	37-38
health services programs-State and federal grants	15	113
intangible personal property tax	15	63-65
intergovernmental revenues-federal	15	41-61
intergovernmental revenues-State	15	62-116
land transfer taxes	15	7
manufacturers' inventories tax exclusion	15	89-94
miscellaneous revenues	15	121-126
Motor Vehicle License Tax	15	35
911 charges	15	28-29
North Carolina Clean Water Revolving Loan and Grant Act	15	106-107
occupancy taxes	15	25-26
1% Local Government Sales and Use Tax	15	15-17
permits and fees	15	117-120
Powell Bill Funds	15	72-75
prepared food tax	15	27
privilege license taxes	15	32-34
property taxes	15	3-5
Public School Building Capital Fund	15	80-81
registers of deeds fees	15	118

	Section	Page
Revenue Sources, (cont.)		
regulatory fees	15	117
reimbursement of 50% of property tax		
loss due to homestead exemption	15	102-103
retailers' and wholesalers' inventories		
tax exclusion reimbursement	15	95-101
Rural Development/Rural Utility Services		
Loans/Grants for Water & Sewer Systems		
in Rural Communities	15	49-50
scrap tire disposal tax	15	11
social services-State and federal		
programs of public assistance and		
social services	15	114
special assessments	15	121-122
State Revolving Fund	15	108-109
Street-Aid Allocation (Powell Bill)	15	72-75
Supplemental Local Government Sales		
and Use Tax (Article 40)	15	18-21
tax reimbursement for food stamp		
purchases and special supplemental		
food purchases	15	87-88
taxes	15	3-40
Tennessee Valley Authority revenues	15	42
United States Forest Service	15	41
utility franchise tax	15	66-67
Wildlife Refuge revenues	15	45
Revolving Loan Programs	75	15-16
Risk		
avoidance	85	16-17
evaluation	85	15-16
identification	85	3-14
methods	85	14-15
prevention	85	17-18
reduction	85	17-18
retention	85	21-24
Risk Financing, accounting for	85	44-51
General Fund	85	48
Internal Service Fund	85	48-49
Risk Management Policy	85	42-44
Risk Management Questionnaire		
discussion	85	14
example	85	52-68
Exhibit A		
Rural Development/Rural Utility Services		
Loans/Grants for Water & Sewer Systems in		
Rural Communities	15	49-50

	Section	Page
Safekeeping Agent	Pub 137 30 80	15 35
Salaries, Budgeting for	10	14-15
Sales and Use Tax Refunds, State	35	28-29
Sales Tax, generally		
accounting for the Article 40 and Article 42 one-half of one cent local option sales taxes	99	77-92
additional supplemental one-half of one percent local option sales and use tax Article 42)	15 99	22-24 73-75
opting out of the Article 40 and Article 42 one-half of one percent local option sales taxes	99	74-77
supplemental one-half of one percent local option sales and use tax (Article 40)	15 99	18-21 72-73
Savings Accounts	30	17
Savings and Loan Association Shares	30	20
Savings Association Insurance Fund	Pub. 137 30	10
School Facilities Finance Act of 1987, generally	75	6-7
Critical School Facilities Needs Fund	75	7
Public School Building Capital Outlay Fund	75	6
Schools, Public, generally	99	22-29
School Budget and Fiscal Control Act	99	22-29
effect on counties	99	24-28
budgets	99	25-27
budget amendments	99	27
finance administration	99	25
remittance of revenues to the school unit	99	27-28
fines and forfeitures	99	28-29
Scrap Tire Disposal Tax	15	9-11
Securities		
adequate safeguarding of	80	34
inventory of	80	34

	Section	Page
Segregation of Duties		
authorization of transactions		
from custody of assets	80	11
custody of assets from accounting	80	11
five elements of operational		
responsibility for the record keeping	80	11
small units of government	80	17
within accounting function	80	11
within Electronic Data Processing	80	11-12
Sewer Services, Authority to		
charge for	Exhibit A	27
engage in	Exhibit A	27
Sharing of Federally Forfeited Property	15	51-52
Short term lease and rental property	15	39-40
Single Audit, generally	70	13-14, 17-18
audit scope	70	13-14, 18
copies of reports	70	17
Single Source Exception	35	15
Social Services Directors, Fiscal		
Relationship with Finance Officer	99	64-66
donated moneys	99	64-65
trust moneys	99	65-66
Social Services - State and Federal		
Programs of Public Assistance and		
Social Services	15	114
Software, Back-Up Copies of	80	43
Soil and Water Conservation Districts,		
generally	99	46-51
operations under G.S. 159		
joint agreement between		
districts and counties	99	48-51
organization of conservation districts	99	47-48
Soil and Water Conservation Districts (cont)		
combination of county and		
independent	99	48
department of county	99	47
independent unit	99	47
Solid Waste, Collection and Disposal		
authority to		
Charge for	Exhibit A	27
engage in	Exhibit A	27
accounting for	55	23-25

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
 TOPICAL INDEX
 PAGE - 50

	Section	Page
Solid Waste Management Act of 1989	55	23-25
Source Documents	60	5-6
Special Assessments	15	121-122
Special Classes of Property for Tax Valuation	50	8-9
Special Districts, Funds Collected by Another Unit for	10	14
Special Journals	60	6
Special Revenue Fund	75	11
Special Separation Allowance	40	21-22
State Aid and Grants	75	6-10
Pub. 137	30	9
State Contracts	35	30-31
State Revolving Fund	15	108-109
Statements of Actual and Budgeted Expenditures and Encumbrances	65	8, 10-11
sample - interim	65	20-21
Statement of Actual and Estimated Revenues	65	8-10
sample - interim	Appendix A 65	19
Street-Aid Allocation (Powell Bill Funds)	15	72-75
Subrogation Clause and leasing	85 85	29 19
Subsidiary Ledgers, generally periodically reconciled	60 80	7-8 19,28, 33, 37
Subsistence, generally	45	8-9
lodging	Appendix A 45	18, 24-27 8
meals	Appendix A 45	18, 24-25 8-9
other costs	Appendix A 45	18, 25-27 9
sample policy	Appendix A Appendix A 45	27 18, 27

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
 TOPICAL INDEX
 PAGE - 51

	Section	Page
Supplemental Local Government Sales and Use Tax (Article 40)	15	18-21
Supplemental School District Taxes	10	22
Sweep Arrangements	Pub. 137 30	19
Tax Anticipation Notes	90B	42
Tax Reimbursement for Food Stamp Purchases and Special Supplemental Food Purchases	15	87-88
Taxes, Revenues Sources	15	3- 40
Tennessee Valley Authority Revenues	15	42
Term Portfolio	Pub. 137 30	18
Timekeeping and Payroll Preparation	40	9
Torts (civil wrongs)		
intentional acts	85	5
negligence	85	5
Transferred Risk, accounting for	85	44-45
Trading Agreements	Pub. 137 30	14
Transfers Out of an Enterprise Fund Operating	10	14
Transportation, generally	45	6-8
Appendix A	45	18, 21-24
local transportation	45	6
personal use of employer provided vehicle	45	11-15
personal vehicle	45	6-7
Appendix A	45	22
rental vehicles	45	7
Appendix A	45	23
sample policy	Appendix A 45	18, 21-24
unit vehicles	45	7
Appendix A	45	24
Travel		
advances	45	3
Appendix A	45	20-21
allowances	45	4-5
Appendix A	45	21
authorization	45	9-11
Appendix A	45	17, 24-25
board member responsibility	45	2
Appendix A	45	17
credit cards	45	5

	Section	Page
Travel, (cont.)		
definitions	45	3
duty station	Appendix A 45	17-21 6
employee responsibility	Appendix A 45	17 2
employer provided vehicle	Appendix A 45	17 11-16
personal use of	45	11-12
no personal use of	45	12
valuation rules	45	12-15
withholding requirements	45	15-16
excess subsistence	45	6
expenditures	80	32
limitations	45	6
parking fees	Appendix A 45	27 7
purpose	Appendix A 45	18, 22 2
reimbursement	Appendix A 45	17 5-6
sample policy	Appendix A 45	18 17-28
storage fees	Appendix A 45	7 22
subsistence	45	8-9
lodging	45	8
meals	45	8-9
other costs	45	9
tolls	Appendix A 45	24-27 7
transportation	Appendix A 45	18, 22 6-8
common carrier	45	7-8
commuting	45	8
local transportation	45	7
personal vehicle	45	6-7
reimbursement	45	6
rental vehicles	45	7
unit vehicles	45	7
	Appendix A	45 21-24
True Value, Definition of	50	8
Trust and Agency Funds		
as part of normal unit operations	10	24-25
general discussion	10	5
no budget or financial plan required	10	24-25
Trust Funds		
recording and reporting of grant funds	75	13
Unit Cost, Computation of	Exhibit B 55	28-32

DEPARTMENT OF STATE TREASURER POLICIES MANUAL
 TOPICAL INDEX
 PAGE - 53

	Section	Page
United States Forest Service	15	41
United States Government Agency Securities	30	19-20
United States Treasury Securities	30	18
Utilities - Ordinance Authorizing Finance Officer to Charge and Collect Certain Fees and to Disconnect and Reconnect Service to Utility Customers, sample Pub. 137	30	38-39
Utility Accounts, Final Billings	55	19-20
Utility Bills, Fee for Late Payments of Pub. 137	30	8
Utility Deposits Pub. 137	30	8
Utility Franchise Tax	15	66-67
Utility Receipts Pub. 137	30	8
Utility Service, disconnection	55	21-22
Vacations, Required of Some Employees	80	12
Variable Costs	55	11
Vehicles	20	6-8
Vending Facility Operations, budgeting	10	25
Veterans	75	8
Volume of Service defined	55	7
example Exhibit B	55	29
Voter Approval Required for Expending Property Taxes on Certain Items	10	14
Water Services, Authority to charge for Exhibit A	55	27
engage in Exhibit A	55	27
White Goods disposal tax	15	12-14
Wildlife Refuge Revenues	15	45
Wireless Enhanced 911 Service Charge	15	30-31

	Section	Page
Withholding from non-residents for personal services	40	28-29
Worker's Compensation Coverage	85	38