



TOWN OF STRAFFORD

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GENERAL JOURNAL ENTRY POLICY May 22, 2025

General Journal Entries require the Town Auditors to authorize all adjustments to the books of original entry, including corrected entries which are made to fix an erroneous transaction previously posted in the general ledger in the Town of Strafford. The entries will be prepared by the Treasurer and shall include detailed supporting documents; these entries will be initialed by the Treasurer and the date.

Original and corrected journal entries will be submitted to the Town Auditors for review and approved by one requiring initials and date. Adjustments of more than \$5000 must be approved in advance by the Town Auditor(s).

All Journal Entries will be archived and stored with the other annual financial data for the Town of Strafford.

Adopted by Town of Strafford May 22, 2025