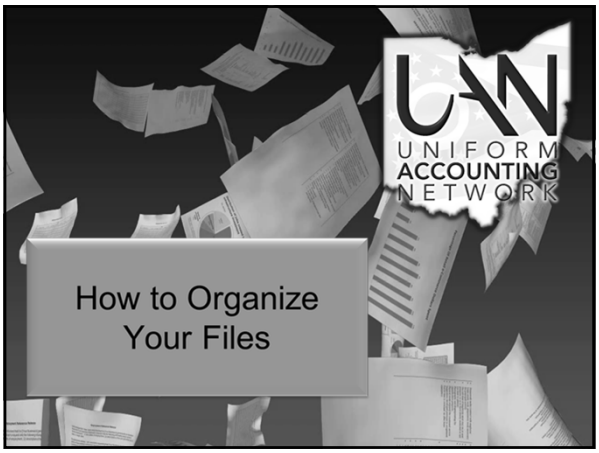
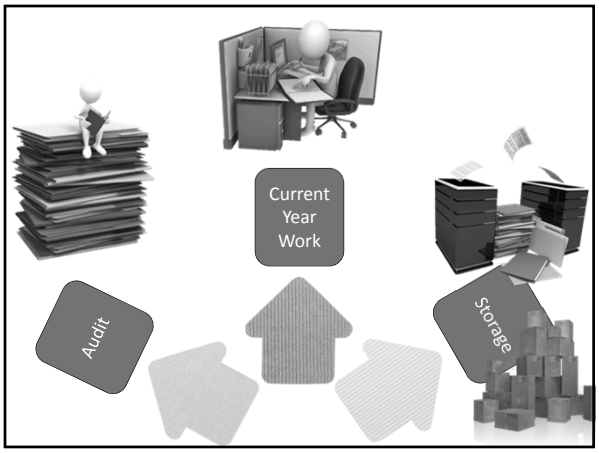
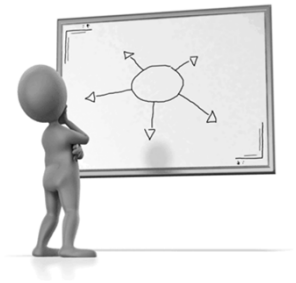
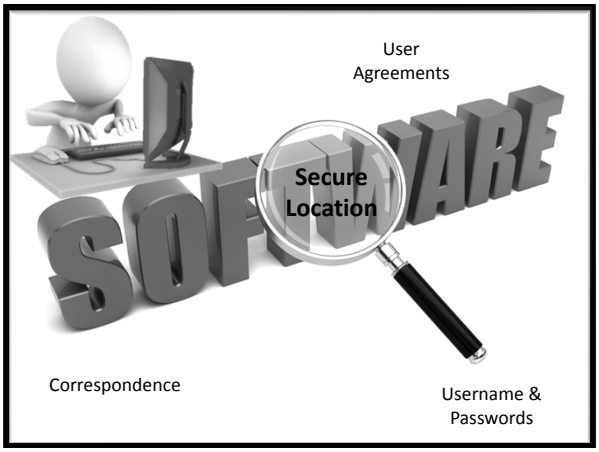

UAN
UNIFORM
ACCOUNTING
NETWORK
How to Organize
Your Files

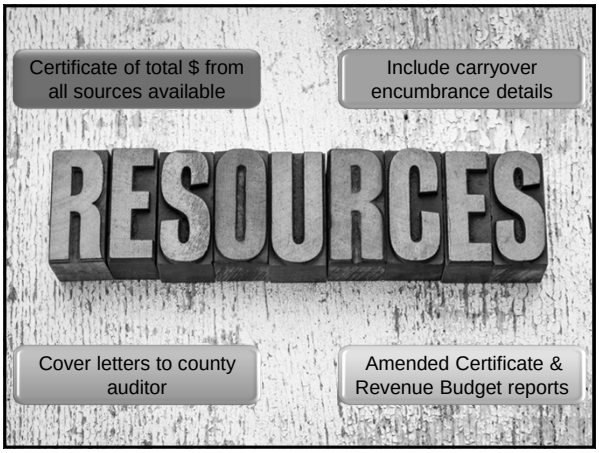
Tips For Organization

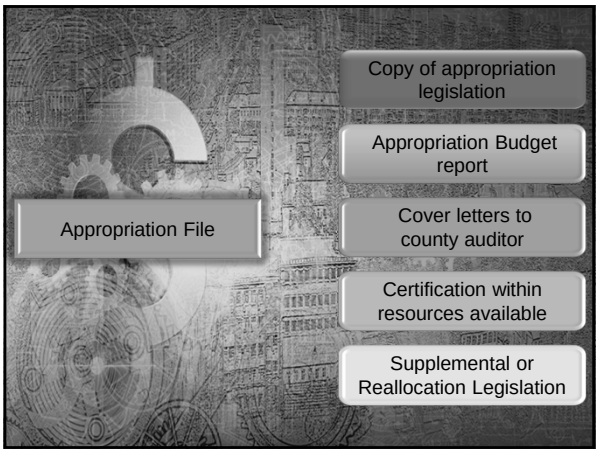

Current
Year
Work
Audit
Storage

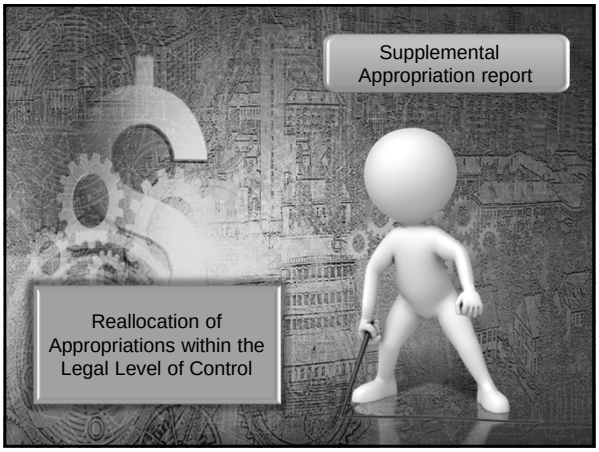


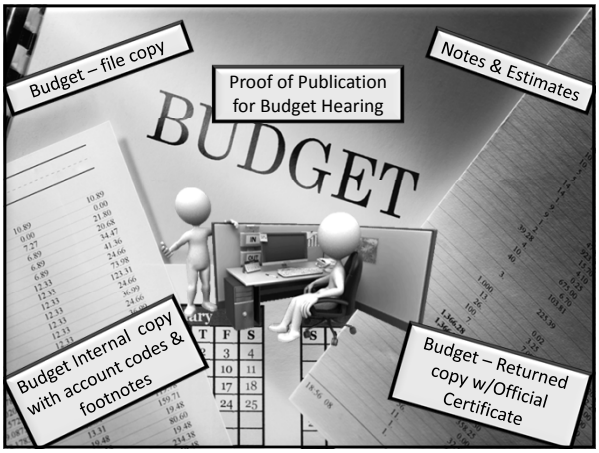
4

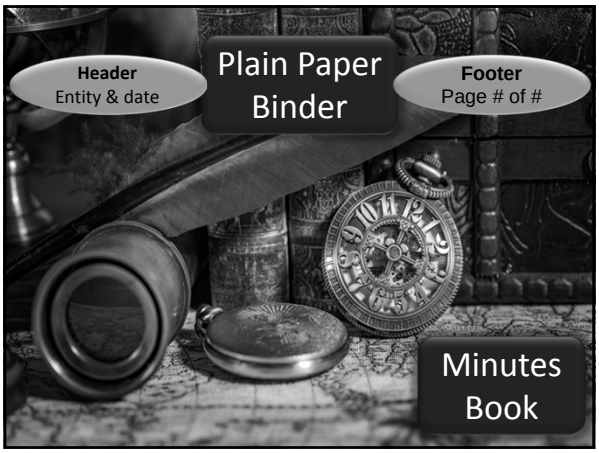

User Agreements
SOFTWARE
Secure Location
Correspondence
Username & Passwords

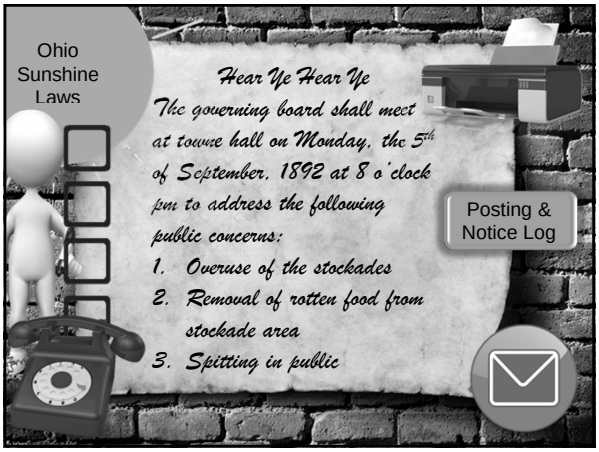

Certificate of total $ from all sources available
Include carryover encumbrance details
RESOURCES
Cover letters to county auditor
Amended Certificate & Revenue Budget reports

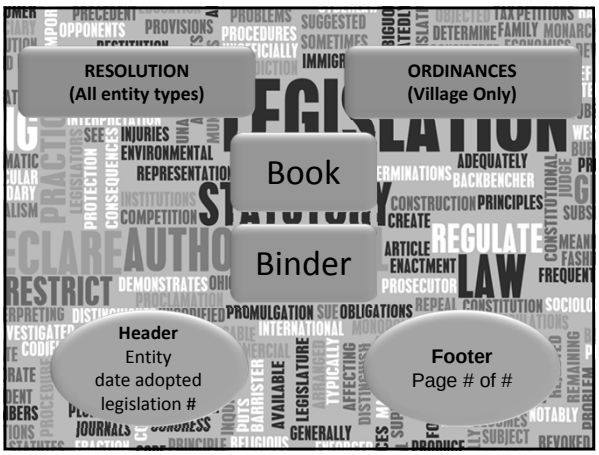

Appropriation File
Copy of appropriation legislation
Appropriation Budget report
Cover letters to county auditor
Certification within resources available
Supplemental or Reallocation Legislation


Supplemental Appropriation report
Reallocation of Appropriations within the Legal Level of Control

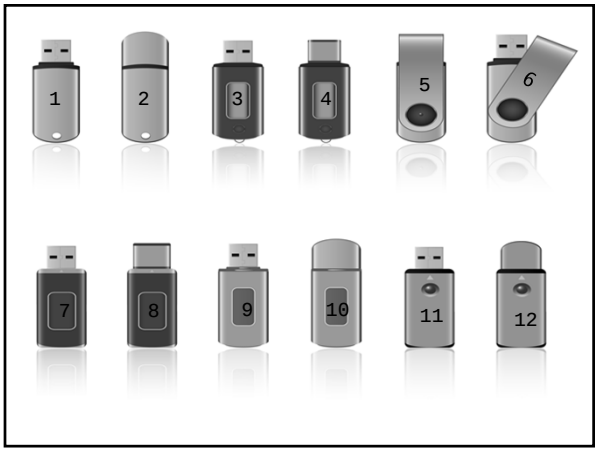

Budget – file copy
Proof of Publication for Budget Hearing
Notes & Estimates
BUDGET
Budget Internal copy with account codes & footnotes
Budget – Returned copy w/Official Certificate

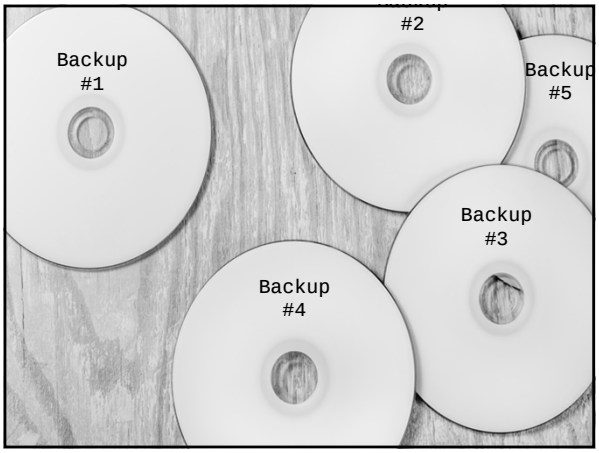

Header
Entity & date
Plain Paper Binder
Footer
Page # of #
Minutes Book

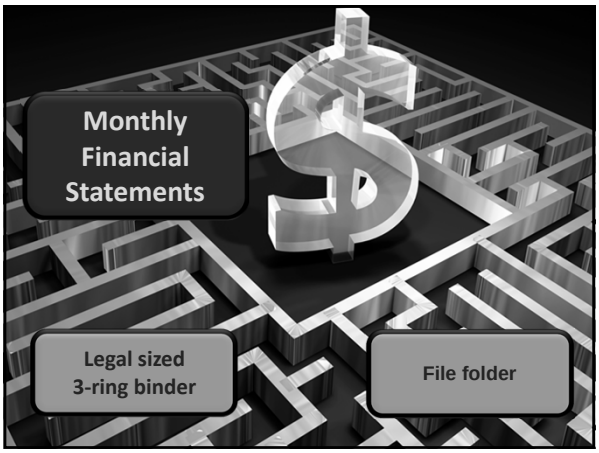

Ohio Sunshine Laws
Hear Ye Hear Ye
The governing board shall meet at towne hall on Monday, the 5th of September, 1892 at 8 o'clock pm to address the following public concerns:
1. Overuse of the stockades
2. Removal of rotten food from stockade area
3. Spitting in public
Posting & Notice Log

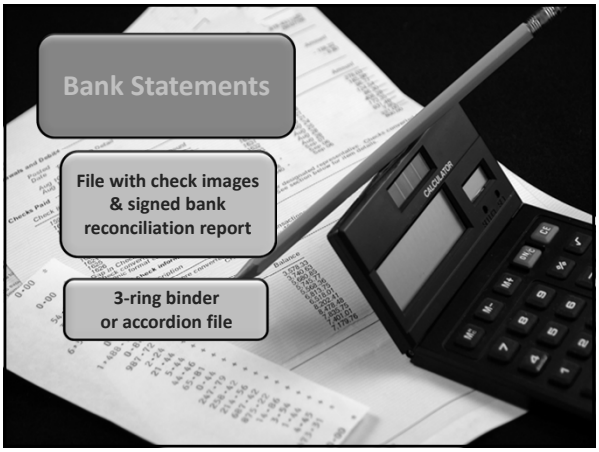

RESOLUTION
(All entity types)
ORDINANCES
(Village Only)
Book
Binder
Header
Entity
date adopted
legislation #
Footer
Page # of #

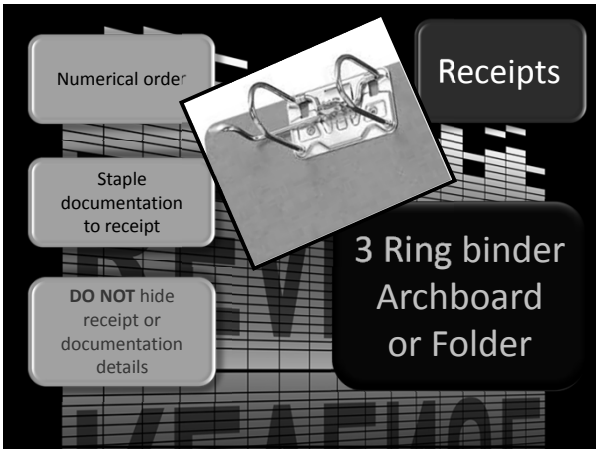
LOG IN
HOME
Are you sure you want to back up?
CANCEL
ACCEPT
Rotate backups off site
Keep a BACKUP LOG!!

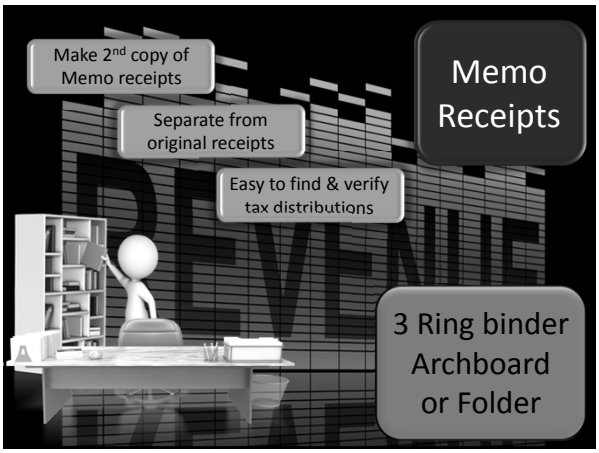

1
2
3
4
5
6
7
8
9
10
11
12


Backup #1
#2
Backup #5
Backup #3
Backup #4


Monthly Financial Statements
Legal sized 3-ring binder
File folder


Bank Statements
File with check images & signed bank reconciliation report
3-ring binder or accordion file

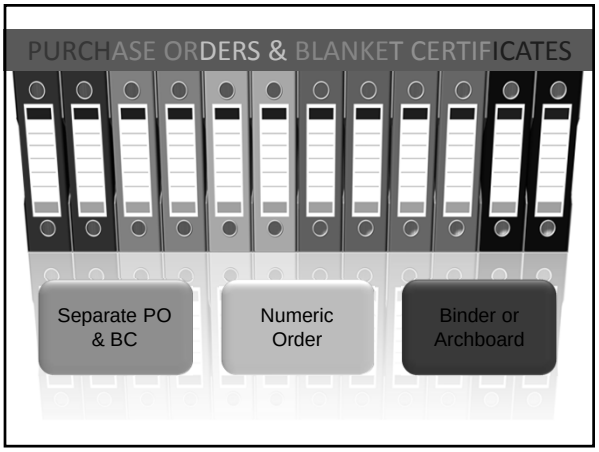

Numerical order
Receipts
Staple documentation to receipt
DO NOT hide receipt or documentation details
3 Ring binder Archboard or Folder


Make 2nd copy of Memo receipts
Separate from original receipts
Easy to find & verify tax distributions
Memo Receipts
3 Ring binder Archboard or Folder

One staple in corner
Easy Access
Warrant
Payments
Sequential Order
Voucher
Sales Slip, Invoice, Statement

One staple in corner
Easy Access
Electronic
Payments
Sequential Order
Voucher
Sales Slip, Invoice, Statement

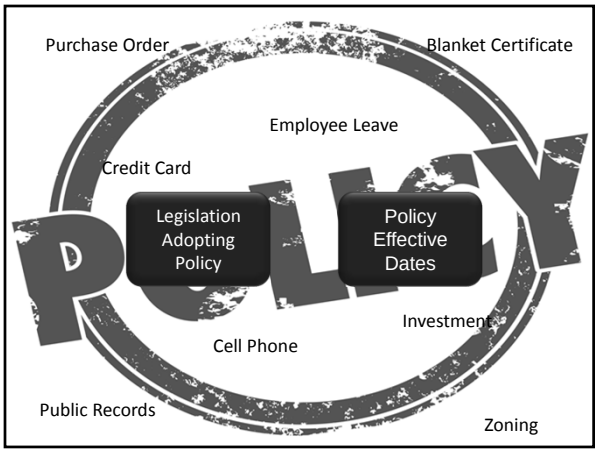
Payments

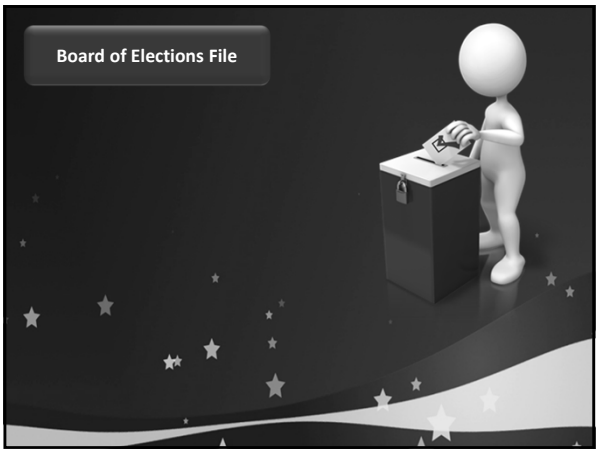

PURCHASE ORDERS & BLANKET CERTIFICATES
Separate PO & BC
Numeric Order
Binder or Archboard

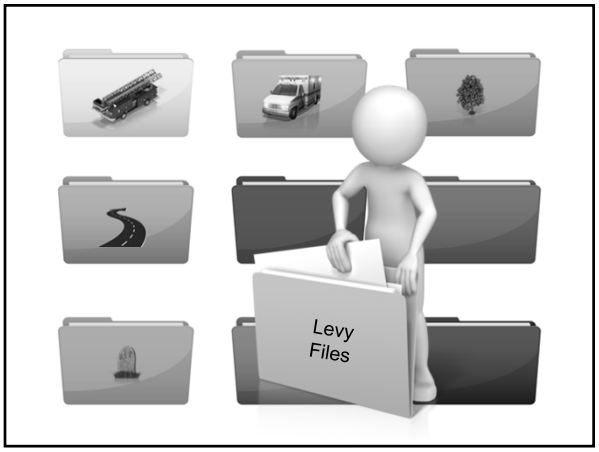
Inventory

Law
Attorney
Legal Advice
Counseling
Advisor

contract
policy
insurance
security
organization
compensation
family
paper
operation
agency
future
compliant
medical
documents
protect
protection
marketing
insure
sign
gamble
bureaucracy
investment
people
caution
strategy
form
insecure
paperwork
requirements
assurance
jeopardy
company
health
safety
guarantee
secure
coverage
safeguard
administration
business
negotiation
businessman
information
regulation
money
financial
condition
house
process
document
service
safe
application
care
specifications
management
procedure
corporation
assess
auto
agreement
warranty
cover
finance
travel
legal
Insurance files


Purchase Order
Blanket Certificate
Employee Leave
Credit Card
Legislation Adopting Policy
Policy Effective Dates
POLICY
Investment
Cell Phone
Public Records
Zoning

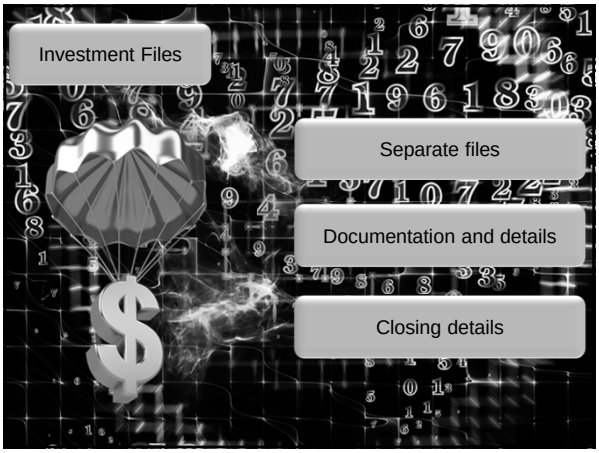

Board of Elections File

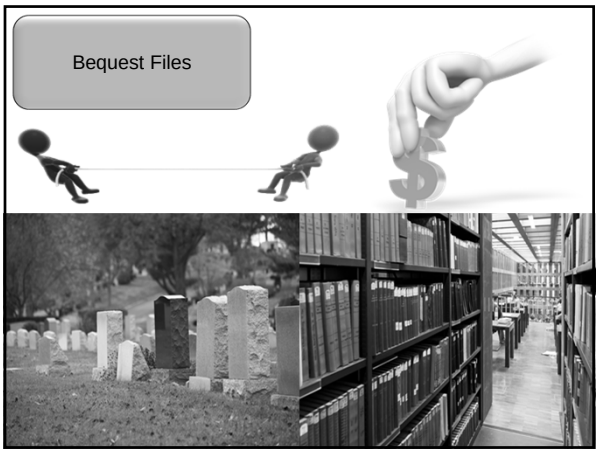

Levy
Files

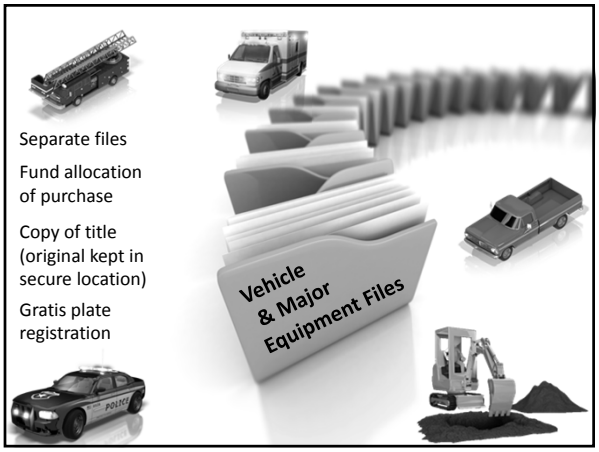
Swearing-In Book
Bonds
Insurance Bonds

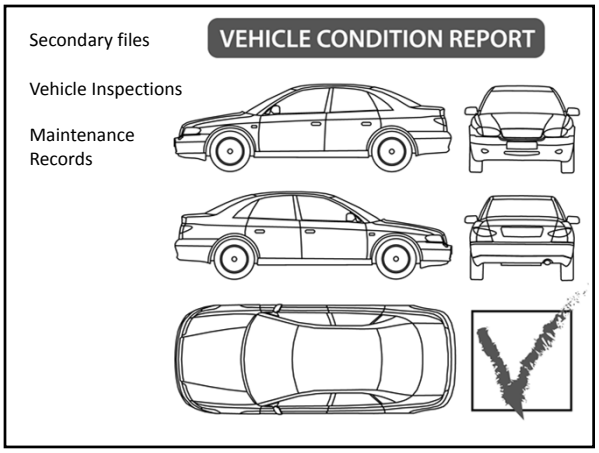
DEPOSIT
Memorandums in Agreement for Deposit of Public Funds

DEPOSIT
Pledged Security Statements


Investment Files
Separate files
Documentation and details
Closing details

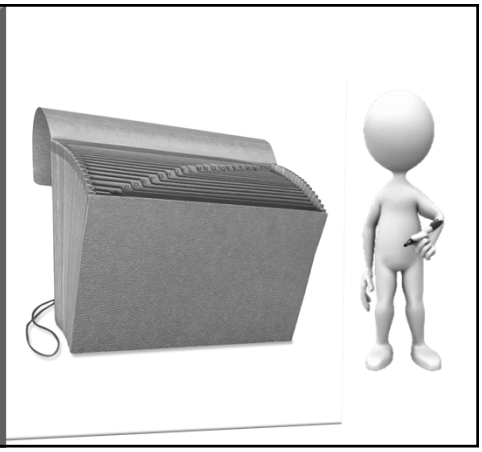

Bequest Files

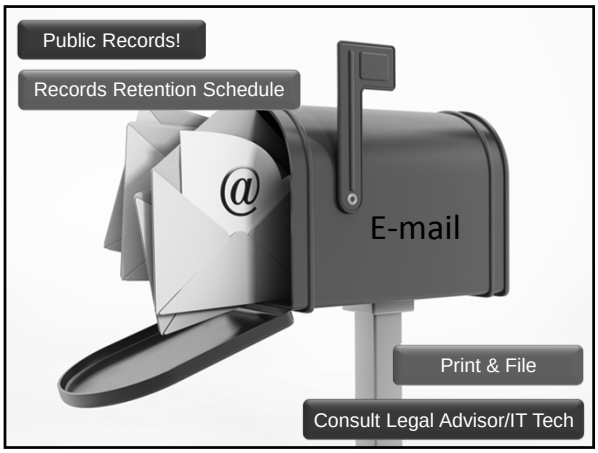

Separate files
Fund allocation of purchase
Copy of title (original kept in secure location)
Gratis plate registration
Vehicle & Major Equipment Files

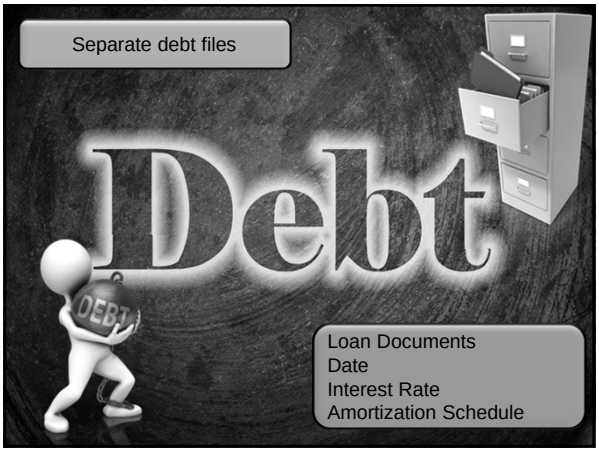

Secondary files
Vehicle Inspections
Maintenance Records
VEHICLE CONDITION REPORT

CORRESPONDENCE

CORRESPONDENCE



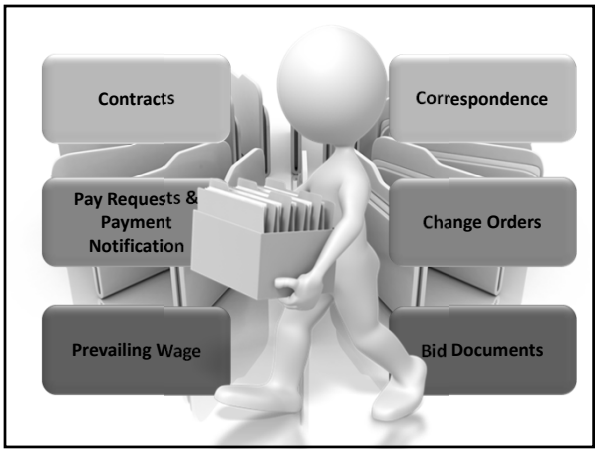

Public Records!
Records Retention Schedule
@
E-mail
Print & File
Consult Legal Advisor/IT Tech


Separate debt files
Debt
DEBT
Loan Documents
Date
Interest Rate
Amortization Schedule

Award or denial letters
Correspondence
GRANT
APPLICATION
NEXT EXIT
Instructions for reimbursement or pay request submission
Invoices, Payment Reports, Receipt Reports

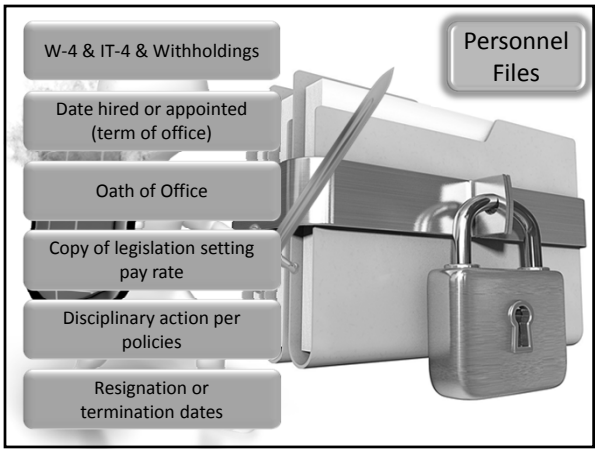
Vendor
Relationship
Management
Contract
W-9
Certificate of Insurance
Proof No State Liens

Bid Specifications/packet
Proof of publication
List of bids received
Copy of minutes/legislation
BID
Town Hall
Renovation
Bid Documents

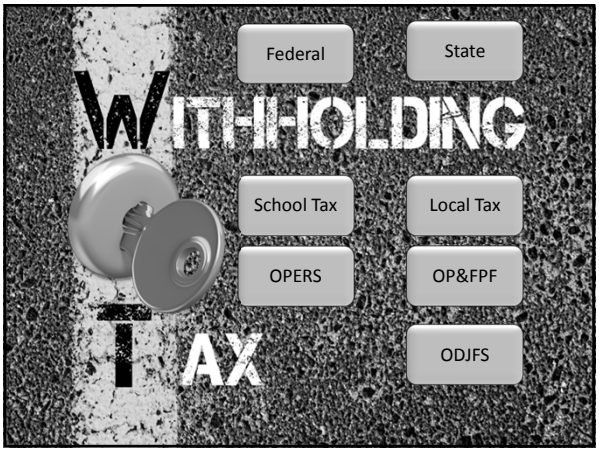

Contracts
Correspondence
Pay Requests & Payment Notification
Change Orders
Prevailing Wage
Bid Documents

AUDIT

Audit
Committee


Personnel Files
W-4 & IT-4 & Withholdings
Date hired or appointed (term of office)
Oath of Office
Copy of legislation setting pay rate
Disciplinary action per policies
Resignation or termination dates

Binder, File or Archboard
Payroll Records
By employee – tabs
PAYROLLS
Entire Year
Time cards
Leave request forms
Wage detail report

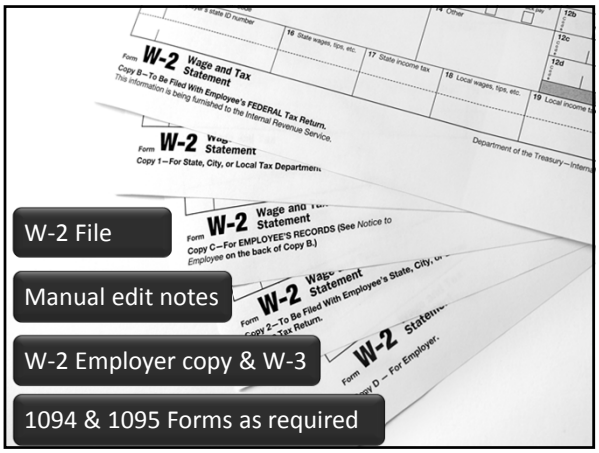

Federal
State
WITHHOLDING
School Tax
Local Tax
OPERS
OP&FPF
TAX
ODJFS

Do **not** file tax and retirement reports with payments
CAUTION
Difficult to find & audit and places sensitive material with unsecured records

NEW HIRE

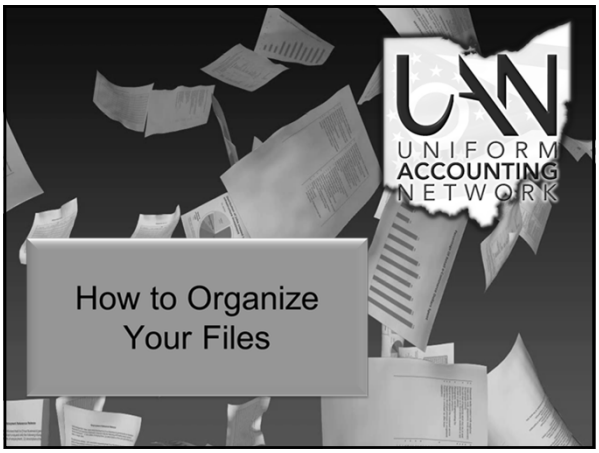
I-9 File
IRS

Unemployment
Claims
Separate from ODJFS reports


W-2 File
Manual edit notes
W-2 Employer copy & W-3
1094 & 1095 Forms as required

1099 File

CONTINUING EDUCATION


UAN
UNIFORM
ACCOUNTING
NETWORK
How to Organize
Your Files