



Policy Name: <p style="text-align: center;">ACCOUNTING PRACTICES</p>	Policy Number: <p style="text-align: center;">1802</p>
Approved By: <p style="text-align: center;">Executive Team</p>	Effective Date: <p style="text-align: center;">FEBRUARY 15, 2012</p>
Reason for Revision: <i>Click on item below and select item from list.</i> <p style="text-align: center;">CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.</p> <p style="text-align: center;">New format being used. Removed hyperlink. Changed Western Regional Accounting Office to TSA Finance Dept.</p>	Date Revised: <p style="text-align: center;">August 10, 2021</p> Next Date for Review: <p style="text-align: center;">August 10, 2024</p>
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Policy

The intent of this policy is to standardize the accounting processes and procedures of Agapé Hospice. To this end the Salvation Army Agapé Hospice uses the “Territorial Finance Manual” as its guidelines and for its policies and procedures surrounding the processing of invoices and issuing payments.

DEFINITIONS

Territorial Finance Manual: is maintained by Territorial Head Quarters. With the frequent use of electronic media the manual is available on-line and may be accessed as needed via The Salvation Army portal.

Procedure

If an accounting issue or question arises; answers may be sought from persons at The Salvation Army Finance Department or by accessing the territorial finance manual on line.