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DEPARTMENT OF FINANCE

October 6, 2026

FINANCE MEMORANDUM NO. 1 - 2027

FOR: DEPARTMENT AND AGENCY HEADS

SPECIAL ATTENTION TO:

Directors, Business and Administrative Services Officers, Fiscal Officers and Financial Managers, Federal Program Managers & Officers, Collection/Cashier Supervisors and Collectors

FROM: Kevin McCurdy

Kevin McCurdy, Commissioner

RE: General Journal Management – General Ledger Unit Review and Approval

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Effective immediately, any journal entry that remains incomplete or has not been released for approval by the next business day will be deleted from the system. This requirement promotes an efficient approval process, timely financial reporting, and effective internal controls. When entered, each journal entry must be complete, balanced, and supported by all required documentation. The preparer must then promptly release the journal for review and approval.

- Verify that total debits equal total credits.
- Attach complete and appropriate supporting documentation.
- Confirm the accounting period, accounts, amounts, funding information, and description.
- Release the journal for approval within 48 hours of entry.

Do not enter multiple journal entries and postpone preparation or attachment of the supporting documents until afterward unless those journals will all be supported and released for Finance for review and approval. The recommendation is to work on one journal at a time and fully complete the preparation immediately.

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Each preparer is responsible for monitoring their journal entries and ensuring that every entry is complete and released by the end of the business day, as well as correcting any journal that the GL Team communicated to you as improper.

Journal entries that do not meet this requirement will be deleted and must be re-entered with complete supporting documentation.

Additionally, any one-sided journal entry that credits an expense account will be deleted immediately. Please be advised that the Department is monitoring recurring instances in which users enter credits to expense accounts without taking timely corrective action.

Thank you for your immediate attention and compliance with this requirement.

For support with General Journals, please your Financial Reporting Analyst, Mr. Elijah Samuel, Chief Financial Officer, or Ms. Ebony Serrano, Director of Accounting, Department of Finance via Teams. Please feel free to send us a message in Teams if you were unsuccessful via the first attempt.