

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**SUBJECT:** ACCOUNTING SYSTEMS**POLICY NO.** 560

PURPOSE:: To outline accounting systems used within the Department.**POLICY::** The Department shall comply with Federal, State, County, and management accounting requirements. To do so, a number of accounting systems shall be used for purposes of:

1. General Accounting
2. Cost Accounting
3. Revenue Accounting

Fiscal Services unit of Financial Management Division shall have the responsibility to coordinate regulations and instructions covering accounting systems to assure that Federal, State, and County requirements are met. Each Fiscal Officer shall implement guidelines set forth by Fiscal Services and accepted accounting principles.

GUIDE:: Methods used in General Accounting shall follow the STATE ACCOUNTING MANUAL FOR COUNTIES.

Cost Accounting shall classify all operating costs to specific service centers in the General Ledger. Institutions, Mental Health, and Preventive Health shall distribute these to rate centers. Hospitals and clinics shall follow the California Health Facilities Commission's ACCOUNTING AND REPORTING MANUAL FOR CALIFORNIA HOSPITALS.

Revenue Accounting shall analyze and identify sources of revenue by type of program. Information derived from revenue analysis may be used in forecasting trends for budget and other report purposes.

AUTHORITY:: STATE ACCOUNTING MANUAL FOR COUNTIES. County Auditor-Controller Instructions. California Health Facilities Commission.

EFFECTIVE DATE: May 08, 1978**SUPERCEDES:** March 29, 1976**APPROVED:** Signature on File