Accounting Handbook [1]

The Accounting Handbook provides guidance on policies, procedures, forms, and best practices in the areas of financial management, financial recording, and financial reporting.

**Where do these policies and procedures come from?** [2] Watch our short video to learn about the Accounting Handbook and how it’s developed.
Accounting for Bad Debt

How to write off uncollectable balances (receivables).
Capital Assets

How to identify a capital asset, and record/depreciate it appropriately.
Cash Control [5]
How to safeguard cash and the people who handle it.
Fundraising Events

How to obtain approval for, and administer, events designed to raise gift money for CU.
Gift/Charitable Contribution
Processing [7]
How and where to deposit cash gifts.
Gift Revenues & Recognition

How to classify and record donations (gifts) of cash.
Gift SpeedType Set-up & Control

How to ensure that gift funds are spent in accordance with donor restrictions.
Gifts-in-Kind

How and when to accept donations of goods, property, or services.
Internal Controls

How to ensure that fiscal transactions are accurate and proper.
Revenue Definition & Recognition [12]
How to categorize and report money received from an outside source.
Revenue Recognition - Special Revenue Types

How to identify, classify, and record auxiliary and self-funded, fundraising event, gift, and sponsored project revenues.
Sales & Use Tax [14]
How to identify when CU is responsible for sales and use tax, and how to remit payment.
How to handle external support for CU functions/activities, and what to do when support becomes advertising income.

Source URL:
https://www.cu.edu/controller/procedures/accounting-handbook

Links