

1064.0.0 DEPARTMENT OF HUMAN SERVICES FINANCIAL AUTHORITY

1064.1.0 Purpose

To establish the Office of Finance and Administration (OFA) as the division responsible for control of all Department of Human Services (DHS) financial functions, and to establish uniform department-wide financial policies and procedures.

1064.2.0 Scope

Implementation of this policy is the responsibility of all Division Directors and is applicable to all DHS employees.

1064.3.0 Policy

1064.3.1 The Office of Finance and Administration shall be responsible for assuring agency-wide internal control, and compliance with the State Accounting Procedures Manual, Arkansas General Accounting and Budgetary Procedures Law (A.C.A. § 19-4-101 et seq.), generally accepted governmental accounting principles, and professional accounting practices through development of financial policies and procedural requirements for use by all divisions.

1064.3.2 These policies and procedural requirements shall include provisions requiring OFA concurrence in all financial undertakings including, but not limited to: budgeting, forecasting, record keeping, contracting, documenting, and internal controls including specific financial procedures developed by the various divisions.

1064.4.0 Procedure

OFA shall formulate and submit agency-wide financial procedural requirements for promulgation and distribution. The nature and form of OFA concurrence in financial undertakings will be specified in procedural requirements in the DHS Financial Guidelines for Purchased Services.

1064.5.0 Department Contact

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