

5.3 - Accounting System ★

Standard: The agency shall have a comprehensive accounting system to ensure an orderly, accurate, and complete documentation of the flow of funds. The accounting system shall facilitate rapid retrieval of information on the status of appropriations, expenditures and revenue any time the information is required.

Suggested Evidence of Compliance: Provide a description of the accounting system.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 19 – Financial Management, pp. 517-519.

Agency Evidence of Compliance:

The Park District of Oak Park currently utilizes accounting software from Harris Computer called MSI, using the following Financial Management modules:

- General Ledger
- Accounts Payable
- Budget Preparation
- Purchasing
- Bank Reconciliation

as well as the following Payroll and Human Resources modules:

- Payroll
- Human Resources

Each module has its own login and permission levels, but all modules work together and also with the Park District's recreation services software (RecTrac) and time and attendance software (TimeClock Plus) to provide accurate and timely information and reports to staff.

Agency Self Assessment: MET