

Jeremiah W. (Jay) Nixon
Governor



Kelvin L. Simmons
Commissioner

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Mark A. Kaiser
Director

MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: April 28, 2011
RE: JV Materiality

Journal Vouchers (JV or JVR) are documents to correct previously processed documents that have errors in coding. There have been a number of JV/JVR documents to correct an allocation between funds or appropriations for pennies. In order to save time for your staff and ours, we are setting a materiality amount of five dollars (\$5) for the document total. If there is a requirement for a document to be processed for less than the five dollar materiality threshold, include justification when sending email for approval.

It is recommended that a JVR be used instead of a JV whenever possible. It is also recommended that one JV/JVR be processed for each PV document to be corrected. This allows for an easy audit trail of the activity.

A CR document can be corrected by using a modified CR in the same month or using the same CR number if in a different month. This will allow the full picture of the deposit to be viewed using the document number. Final approval and questions for these net zero documents can be sent to OASAMIICentralAcct@oa.mo.gov.

If you have any questions, please contact OA/Accounting at (573) 751-2971.

Please notify all appropriate staff in your agency.