

NWF Health Network Policy & Procedure

Series: 1300: Financial Management

Policy Name: Chart of Accounts

Policy Number: 1302

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Policy

It is the policy of NWF Health Network, Inc. (NWFHN), to maintain a chart of accounts which allows programmatic compliance to contractual, state and federal and financial reporting and permits effective and efficient management of NWFHN.

Procedure

- A. The chart of accounts provides consistent terminology and classification throughout the agency reporting entity.
- B. The structure and content of the chart of accounts will aid personnel in the preparation of the budget and preparation of periodic and annual financial reports.
- C. The chart of accounts will be used in developing program and the agency's annual budgets, structure of agency's financial accounting system, the structure of other financial reports, data and the structure of the agency's annual financial report.
- D. All NWFHN programs will adhere to the structure of the chart of accounts for agency-wide conformity and consistency, as well as the agency's cost allocation plan.
- E. The chart of accounts includes a specific program code for each agency program.
- F. The unique accounting program code is strictly adhered to and allows for interim and annual financial reporting by program.
 1. NWFHN uses a 32-digit account coding structure for each of its accounts..

X-XXXXX-XXX-XX-XXXX-XX-XXX-XXXXX-XX-XXXXXXXX

- **X - First Digit** – Identifies corporate code and indicates related project, such as State of Florida grants, Federal grants, corporate costs, Facility costs or other relevant groups.

XXXXX - Second through Sixth Digit – Identifies the fund code and indicates the contract funding source.

XXX - Seventh through Ninth Digit – Identifies the cost pool code which accumulates costs at the department or facility location, if applicable.

XX - Tenth and Eleventh Digit – Identifies location code and indicates county, circuit or network location, if applicable.

- **XXXX - Twelfth through Fifteenth Digit** – Identifies the natural general ledger account classification number for all assets, liabilities, net assets, revenue, and expenditures.

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- **XX - Sixteenth and Seventeenth Digit** – Identifies the potential funding source code and reflects other funding source information, if applicable.
 - **XXX - Eighteenth through Twentieth Digit** – Identifies the other code and indicates other further coding, if applicable.
 - **XXXXX - Twenty First through Twenty-fifth Digit** – Identifies the Other Cost Accumulator (OCA) funding source identified by the State of Florida Accounting System for billing expenditures to appropriate funding source, if applicable.
 - **XX - Twenty-sixth through Twenty-seventh Digit** - Identifies the fiscal year and indicates the fiscal year the transaction relates to, if applicable.
 - **XXXXX – Twenty eighth through Thirty-second Digit** – Identifies the contractor or subcontractor contract number, if applicable.
- G.** The chart of accounts is utilized for all accounting entries with more summarized control levels provided through reporting capabilities.
- H.** The accounting staff and the budget and compliance staff maintain responsibility for updating and maintaining the chart of accounts as necessary as the agency's structure or program areas dictate the need to do so.
1. The Chief Financial Officer or designee approves any changes or additions to the chart of accounts.