



3.101 – Chart Of Accounts

Policy Purpose and Scope

The purpose of the Chart of Accounts is to provide a clear and concise listing of accounts which are utilized in PhotoBiz's accounting systems.

Roles and Responsibilities

Responsibility for maintaining the Chart of Accounts resides with the Controller. The Chart of Accounts should be reviewed on an annual basis for completeness and accuracy.

Operational Procedures

The Chart of Accounts provides the basis for which all business transactions are handled by PhotoBiz. The Chart of Accounts should be comprehensive and provide a clear and concise guideline for booking the daily business transactions related to PhotoBiz.

On an annual basis, the Controller will review the Chart of Accounts for completeness and accuracy to ensure the integrity of the accounting systems utilized when booking business transactions.