JOURNAL ENTRY APPROVAL

I. Purpose and Scope

Journal entries record accounting transactions in the Company's financial records. This policy applies to journal entries recorded in the PowerPlan, Oracle, and OneStream accounting and reporting systems. Journal entries must be appropriately prepared and approved in order to reflect an accurate presentation of the Company's financial position and results of operations during the applicable accounting period.

This accounting policy addresses controls associated with the approval of manual journal entries. This policy does not address system generated journal entries that are automatically created and posted to the Company's financial records.

II. Policy

Access to record journal entries in the general ledger systems is limited through the use of security protocols to ensure only authorized individuals can prepare and approve journal entries.

Managers are responsible for the proper preparation and approval of journal entries originating in their departments. Journal entry approval authorization and limits are determined by the Department Manager, but approval authorization should only be granted to supervisory or senior level individuals or above. All delegates must be qualified to approve the applicable journal entries and have knowledge of the underlying transactions (including the history, purpose and typical amount of the entry) and the applicable technical accounting requirements and applicable accounts. The Department Manager should authorize appropriate dollar limits for approvals based on each approver's qualifications. In all circumstances, the Department Manager remains accountable for the appropriateness and accuracy of the journal entries.

When approving journal entries, the authorized approver must have obtained reasonable assurance that the entry is proper, adequate supporting detail is maintained, and the accounting code block is appropriate. In addition, adequate segregation of duties needs to exist to ensure proper internal controls. To achieve this segregation, the preparer of the journal entry and the approver of the journal entry cannot be the same individual.

The soft or hard copy of the journal entry is the official company record and must be retained in accordance with company record retention requirements. Appropriate approvals and electronic signatures of the preparer and approver are required on the soft or hard copy of the journal entry.

Each Department Manager responsible for processing journal entries is required to maintain accessible documentation in his or her area, indicating to whom approval authorization has been delegated, including that individual's level and dollar amount authorized to approve. See Appendix A for a sample Journal Entry Approval Delegation Form which shows the information required to be maintained in the responsible Manager's department. While the Manager is not required to use this specific format for documentation, all of the information and approvals contained in this form must be included in the documentation. The Department Manager is responsible for discussing and clearing the designated approvers and associated dollar limits with his/her own management and this authorization must be included in the documentation. The approval authorization documentation should be updated when there are personnel changes or when there are changes in the nature or volume of activity.

The Department Manager remains responsible for the appropriateness and accuracy of journal entries in all circumstances in which approval authority has been delegated.

Revision History

0	Combined post-merger policy issuance	12/14/12
1	Revision to reflect implementation of FSSP	12/18/14
2	Revised for Eversource name	01/07/19
3	Revised for soft copy retention and OneStream	02/24/23

Appendix A

Eversource
Sample Journal Entry Approval Delegation Form

To Be Completed by Managers of All Departments with Journal Entry Responsibilities:

Group Name: _____

The following individuals have approval authority:

Employee Name	Position	Approval Limit

Comments: _____

_____

Manager Approval:

Name: _____

Signature: _____

Date: _____

Director or VP Authorization:

Name: _____

Signature: _____

Date: _____