/KEEL Accounting Policy Manual

The Bluth Company · Version 1.0 · Adopted June 2, 2026 · DEMO DOCUMENT — fictional data for demonstration

1. Revenue recognition

Completed-contract method for engagements under 90 days. Percentage-of-completion (cost-to-cost) for longer contracts effective FY2027, supported by the monthly WIP schedule.

2. Capitalization

Fixed assets capitalized at $2,500 and above; useful lives per the fixed-asset register. Repairs below threshold expensed.

3. Documentation

Receipts required for all purchases over $75. Credit-card charges coded within 5 business days. Retention: 7 years in the shared drive.

4. Job costing

Materials coded to jobs at purchase order. Labor burden applied at 24% of direct labor. Uncoded costs cleared at each monthly close.

5. Close calendar

Bank feeds reconciled weekly; full close delivered by business day 6; statements published to the client portal.