



County of Riverside  
**OFFICE OF THE AUDITOR-CONTROLLER**  
 STANDARD PRACTICE MANUAL

<b>SECTION:</b>		<b>1</b>	<b>SUBJECT: THE STANDARD PRACTICE MANUAL</b>
<b>POLICY NUMBER:</b>		<b>101</b>	
<b>REVISED DATE:</b>		<b>4/23/15</b>	<b>APPROVED BY:</b> <i>Paul Angulo</i>

**PURPOSE:** The Standard Practice Manual (SPM) prescribes a comprehensive guide of accounting policies and procedures for all County departments, agencies, and special districts.

**SCOPE:** Applies to all County departments, agencies, special districts, and authorities that are governed by Riverside County Board of Supervisors and / or which maintain funds in the County Treasury.

**POLICY:** All areas identified within the scope of this policy assigned and / or engaged in accounting activities for the County are required to adhere to the policies and procedures contained in this manual.

**PROCEDURE:** All areas identified shall refer to and implement the policies and procedures outlined in this manual when executing any accounting function for County business.

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**PRIMARY FINANCIAL AND ACCOUNTING STANDARD AUTHORITIES:**

The County of Riverside recognizes governmental Generally Accepted Accounting Principles (GAAP), as codified by the Governmental Accounting Standards Board (GASB), as the highest-ranking set of standards applicable to the County’s accounting practices. These standards take highest precedence over all other standards, laws, and regulations.

Subordinate but also of primary importance, are pronouncements and regulations of the United States General Accounting Office (GAO), Office of Management and Budget (OMB) and the State of California Controller’s Office. Also included are any empowering state or federal law or code, such as the State of California Government Code, including the California Budget Act, and the State Controller’s Accounting Standards and Procedures for Counties and the State Controller’s Budget Manual for Counties.

All other applicable regulatory requirements of federal, state, or other agencies are secondary to these primary financial and accounting standards.

**CONTROL OF THE STANDARD PRACTICE MANUAL:**

The Auditor-Controller’s Office (ACO) controls the SPM’s format and content. Amendments, additions, and the distribution of accounting policy and procedures for the County will be determined and approved in writing by the Auditor-Controller or the Assistant Auditor-Controller.

**MINIMUM INFORMATION REQUIREMENTS:**

All policies contained in the SPM will indicate a minimum of purpose, scope, policy, and procedure. The following definitions are given for each.

- Purpose: The reason and function of the policy.
- Scope: A specific range or group of agencies, departments, and special districts, within the County affected by the policy and / or required to adhere to the policy.
- Policy: The directive or guideline to adhere to when executing a specific accounting function, role or activity of County business.
- Procedure: An explanation of how the specific accounting function, role or activity is to be executed.

**ORGANIZATIONS OF THE STANDARD PRACTICE MANUAL:**

The manual is organized by accounting function. Each of the following categories represents a section in the manual.

- Section 1 : General Accounting Policies
- Section 2 : Accounts Payable Policies
- Section 3 : Accounts Receivable Policies
- Section 4 : Budget Policies
- Section 5 : Capital Asset Policies
- Section 6 : Cash Management Policies
- Section 7 : General Ledger Policies
- Section 8 : Inventory Policies
- Section 9 : Payroll Policies
- Section 10: Internal Audit Policies
- Section 11: Specialized Accounting Policies

Each section is designed in a chronological order that will aid in understanding a particular category form beginning to end.

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**ORIGINAL STANDARD POLICY MANUAL DOCUMENTS:**

The approved and signed original paper policy documents are maintained by the Auditor-Controller's Office. Electronic copies of SPM policies will be posted to the ACO website and will be updated as directed by the ACO. Also posted electronically will be any applicable SPM Forms, Board Policies and California Government Code regulations.

**STANDARD PRACTICE MANUAL DOCUMENT TEMPLATE:**

The template used to record these accounting policies is controlled and determined by the Auditor-Controller's Office. In addition to the minimum required information, each policy will include Departmental Roles, Auditor-Controller Roles, Records Management Requirements and if applicable, the Security Role required to perform the functions contained in the SPM.

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