



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

SECTION:		5	SUBJECT:	CAPITAL ASSET MANAGEMENT DOWNTIME
POLICY NUMBER:		516	CATEGORY:	CAPITAL ASSET POLICIES
REVISED DATE:		07/01/17	APPROVED BY:	<i>Paul Angulo</i>

PURPOSE: To establish standard guidelines and procedure for recording capital assets during system downtime.

SCOPE: Applies to County departments, agencies, special districts and authorities that are governed by Riverside County Board of Supervisors.

POLICY: It is the responsibility of departments to properly keep the records related to any capital asset transactions during system downtime and to record it once the system is operating.

PROCEDURE: Guidelines to be used for capital assets management during a system downtime is documented below.

SECTION	5
POLICY NUMBER	516
REVISED DATE	07/01/17

GENERAL INFORMATION:

Departments will report capital asset transactions in a timely manner both in the system when available and to the Auditor-Controller, Capital Asset Section.

REQUIREMENTS:

The Auditor-Controller Office recommends that departments keep all supporting documentation related to capital asset transactions until the system is operating. Departments are encouraged to prepare the required AM forms related to capital asset transactions as much as possible without the use of the system and finalize/complete the forms once the system is operating.

DEPARTMENT ROLES:

- 1) Track and keep all supporting documentation related to capital assets.
- 2) Prepared and complete as much as possible any of the information required on the AM forms and finalize them once the system is operating.
- 3) Submit all AM forms along with supporting documentation to the ACO once the system is operating and all information has been entered in the system.

AUDITOR-CONTROLLER’S ROLES:

- 1) Review and verify the documentation submitted.
- 2) File information for record management retention.

RECORDS MANAGEMENT ROLES:

The Auditor-Controller is the official Department of Record for all AM Forms and its supporting documentation that are submitted to us. The documentation is filed in accordance with the County’s General Records Retention policy which states to keep the current year plus the 7 past years.

SECURITY ROLES:

In order to perform the functions discussed above the following roles must be requested:

Department:

Capital Asset Processor – this role will allow you to:

- Add capital/noncapital asset information
- Update certain capital asset information

Auditor Controller:

Asset Reviewer Auditor-Controller Only – this role will allow you to:

- Adjust, re-categorize, transfer, and dispose capital assets/noncapital asset information
- Review and process transactions
- Run capital and lease asset reports

SECTION	5
POLICY NUMBER	516
REVISED DATE	07/01/17