PURPOSE: To establish an agency's, department's, and special district's financial closing responsibility.

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

POLICY: All accounting transactions that take place during an accounting period will require the user to complete a Financial System transaction in a timely manner to allow that accounting period to be closed in a timely manner to facilitate timely and accurate reporting.