	County of Butte

Finance	Approval Date: 3/26/13 Effective Date: 4/1/13
County Financial System	Review Date:
Financial System Module/Application Responsibility	Version: 1.0 Last Revision: 3/26/13
Related Policies/Forms: County Financial System Maintenance & Updates	

1. Purpose

> The County Financial System is relied upon to monitor the County Budget, provide accurate personnel and financial reports directed by the State and Federal governments, and process a large number of vendor, payroll, and benefit payments. It is imperative that the County assign roles and responsibilities for modules and applications in the County Financial System specifically designate department responsibility for the effective and efficient use of any particular module and/or application and responsibility for responding to questions and concerns.

2. Policy Scope

> This policy to assign responsibility for individual applications and/or modules in the County Financial System to specific departments applies countywide.

3. Policy

> The Chief Administrative Officer (CAO) or designee shall have sole authority to designate the departments that are responsible for full support of modules and/or applications in the County Financial System, as specified in the Register - Financial System Module/Application Responsibility (Register). The Information Systems Department (ISD) shall provide support to the responsible departments on technical matters, but it is those departments' responsibility to fully understand

the modules and/or application for which they are responsible, and to provide the organization clear guidance on use of the application(s) and module(s).

4.   Responsibilities

Each responsible department shall provide the following coordination and support to the organization for all modules and/or applications under its authority and responsibility. Coordination and support shall include:

- written procedures/manuals on proper use of the application (business processes);
- on-going training for County staff on use of the application; and
- primary contact for questions and trouble-shooting issues with the module/application and related procedures/processes.

The ISD shall be responsible for providing technical support to the responsible departments, not to the countywide organization. ISD shall provide consultation to responsible departments and operating departments, upon request from a responsible department regarding a module and/or application under its responsibility.

The responsible departments and ISD shall provide an opportunity for discussion of, and feedback on, any proposed changes in business processes from all affected departments before making a change in business processes, in order to validate the benefits of such a change and identify any potential unintended consequences.

The CAO or designee shall periodically review the policy and Register and amend as appropriate and necessary to meet business needs of the County. Amendments to this policy shall require Board of Supervisors action; amendments to the Register shall not.

5.   Definitions

County Financial System: The County Financial System is that combination of necessary computer hardware and software to effectively support the financial

operations and record-keeping requirements of the State and County. Since November 2007, the County has utilized SunGard PLUS Series software, and its required hardware, as the County Financial System. This policy is not intended to limit the County to the current vendor or software. Any successor system would become the County Financial System upon implementation.

Responsible Department: A department that has been designated by the CAO as responsible for a particular module and/or application within the County Financial System.

Register - Financial System Module/Application Responsibility: The Register is a record of the departments responsible for each module/application the County utilizes as part of the County Financial System. The Register shall be maintained by the CAO or designee.

6.   Background

On November 27, 2007, the Butte County Board of Supervisors directed the Chief Administrative Officer to implement changes to financial management duties. Four principles form the cornerstones of the Board's action:

1) clarification of responsibilities,

2) separation of duties,

3) transparency in government, and

4) individual accountability.

Module	Application	Responsible Department	Affected Departments
Fund Accounting (FAM)	Fund Accounting	Auditor-Controller	• All Operating Depts • General Services • Administration/Finance • Treasurer/TC
Fund Accounting (FAM)	Purchasing	General Services	• All Operating Depts • Auditor-Controller • Administration/Finance
Budget (BUD)		Administration/Finance	• All Operating Depts • Auditor-Controller
Fixed Assets (FIX)		Administration/Finance	• All Operating Depts • Auditor-Controller • General Services
Human Resources (HRM)	(includes Payroll functions)	Human Resources	• All Operating Depts • Auditor-Controller • Administration/Finance
Vendor Bidding (VBS)		General Services	• All Operating Depts • Auditor-Controller
Benefits (BEN)		Human Resources	Administration/Finance
PCard (PCD)		Auditor-Controller	• All Operating Depts • General Services
Treasurer (TRE)		Treasurer-Tax Collector	Auditor-Controller
Security (SEC)	Fund Accounting Profile	Info Systems/ Auditor-Controller	• Administration/Finance • Treasurer/TC • General Services • All Operating Depts.
Security (SEC)	HR Profile	Info Systems/Human Resources	*Not applicable*
Security (SEC)	Budget Prep Profile	Info Systems/ Administration/Finance	Auditor-Controller
Security (SEC)	Vendor Bidding Profile	Info Systems/General Services	Auditor-Controller
Security (SEC)	PCard Profile	Info Systems/ Auditor-Controller	General Services
Security (SEC)	Backups	Info Systems	*Not applicable*
Security (SEC)	Reference Tables	Info Systems	• Auditor-Controller • Admin/Finance • Human Resources • Treasurer • General Services
Security (SEC)	System Messages	Info Systems	*Not applicable*
Security Workflow (SEC WKF)	Workflow	Info Systems	• Auditor-Controller • Admin/Finance • Human Resources • Treasurer • General Services
Employee Access Center (EAC)		Info Systems/ Human Resources	*Not applicable*