

STATUTES, REGULATIONS AND POLICIES (SRP Department Outreach Letter)

Criteria for Departmental Subject Matter Experts (SMEs) April 2012

During the Statutes, Regulations and Policies (SRP) effort, staff input from different areas within your department will be needed to identify the SRPs that govern the financial processes associated with accounting, budgeting, contracts/procurement and cash management. Resources for identifying SRPs include: California Codes, California Code of Regulations, State Administrative Manual, Manual of State Funds, Department Administrative Manual, etc.

Please forward to your staff with the most knowledge of the SRPs that govern the functional areas below. They will need to:

- (1) Gather SRPs that are unique to your department
- (2) Review the SRP reports located on the DLN Corner at:
http://www.fiscal.ca.gov/about-vision/department_liaison_network_corner/
- (3) Compare your unique SRPs to the SRP reports and identify missing SRPs
- (4) Add the missing SRPs to the collection template located on the DLN Corner at:
http://www.fiscal.ca.gov/about-vision/department_liaison_network_corner/

Functional Areas

Accounting: To gather information about the SRPs that govern accounting functions. For example, *accounts payable, accounts receivable, accounting policy, asset accounting, audits, bank reconciliation, bond accounting, cash management, cash receipts, cost allocation, encumbrances, disbursements, financial statements, general ledger, grant accounting, labor distribution, loan accounting or project accounting, and technology (including security, hardware, software, implementation, maintenance and support.*

Budgeting: To gather information about the SRPs that govern budgeting functions. For example, *budget development/preparation, budget administration, Schedule 8's, Schedule 10's and Schedule 10R's, baseline adjustments (personal services, operating expenses and ECP adjustments, policy adjustments (BCP)/Department of Finance (DOF) Letters), budget galley, change book, final budget summary, management of appropriations, allocations, adjustments and compliance.*

Contracts/Procurement: To gather information about the SRPs that govern contracts and procurement functions. For example, *requisitions, solicitations, bid evaluations, review process/workflow, awards, protests, vendor data, tracking logs, receipt of deliveries, and contract management.*

Cash Management: To gather information about the SRPs that govern cash management functions. For example, *warrant and check issuance, deposits, cash flow projections, bank reconciliation, and reporting.*

Level of Effort and Due Date

The amount of time it will take each department to complete the review of SRPs will vary depending on how many SRPs govern the specific department's financial processes. The information will be collected from your department/agency beginning **4/16/2012**.

Please identify your department's unique SRPs and review the reports located on the DLN Corner at http://www.fiscal.ca.gov/about-vision/department_liaison_network_corner/. If not included, download the SRP FI\$Cal Collection Template and Instructions and add your unique SRPs to the template. Include the citation, category and detail of each SRP you are adding consistent with the examples provided. Return your departmental information to StatutesRegulationsPolicies@fiscal.ca.gov, **no later than 5/4/2012**.

If you need further information about this effort, please go to our website at: www.fiscal.ca.gov or contact us at StatutesRegulationsPolicies@fiscal.ca.gov.