



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: FISCAL REVIEW PROCESS	Policy Number B-12	Page Number: 2 of 3
	Date Adopted: 03/01/05	Revised Date: TBD

BACKGROUND:

The 2000-01 Grand Jury recommended that all written recommendations to the Board of Supervisors concerning items of large financial impact should be submitted to the Auditor-Controller for consultation prior to submission of those recommendations to the Board. On March 25, 2003, the Board of Supervisors approved a draft policy that outlines which types of financial decisions are to be reviewed by the Auditor-Controller prior to commitments being made by the Board of Supervisors or any other responsible officer.

The adopted draft policy defines narrowly, specific instances where it is required that the Auditor-Controller be given the opportunity to review items of large financial impact. However, it is the intent of the County that the fiscal review policy be interpreted widely. It is the intent of the County that the Auditor-Controller be given the opportunity to review all matters that potentially have a large financial impact, regardless of the size of the individual matter.

POLICY:

The Auditor-Controller shall be given the opportunity to review all recommendations regarding the following financial decisions:

- Any commitments to the expenditure of \$500,000 or more, the actual cost of which, or ability of the County to pay for the commitment, depends upon projections of future costs, actuarial determinations and future projections of revenues. Examples would include commitments to ongoing employee benefits, the cost of which is uncertain or may be subject to variability.



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- Approval of any contracts involving the expenditure of more than \$100,000 and which are recommended for approval pursuant to provisions of the County Ordinance Code or State law that allow the award of the contract to be exempted from otherwise applicable competitive bidding requirements.

This policy excludes any investment decisions made by the Treasurer-Tax Collector.

PROCEDURE:

- The Chief Administrative Officer will provide the Auditor-Controller with material for review no later than eight (8) days prior to the date that the financial matter will be considered by the Board of Supervisors.
- The Auditor-Controller will indicate on the appropriate agenda forms (such as the Agenda Item Transmittal and the Contract Routing Sheet) the date that the Auditor-Controller has received information regarding agenda items that are affected by this policy for consideration by the Board of Supervisors. The Auditor-Controller's signature on either the agenda item transmittal or the contract routing sheet will not indicate concurrence with the recommendation provided by the Chief Administrative Officer unless expressly noted.
- The Auditor-Controller will provide the Chief Administrative Officer with any comments or analysis which the Auditor-Controller wishes to present to the Board of Supervisors as soon as is reasonable and practical.



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- In the event that there is a need to act on the financial matter under consideration in a shorter time frame that does not allow these deadlines to be met, the Chief Administrative Officer and the Auditor-Controller will cooperate to ensure effective communication.

POLICY REVIEW:

The Auditor-Controller, Chief Administrative Officer, and County Counsel will review this policy annually to ensure effectiveness and to consider any additional types of financial decisions that should be included in this policy.

Primary Departments: **Chief Administrative Office**
 Auditor-Controller
 County Counsel

Reference: **None**