

COURSE SYLLABUS

Budget

Department - EXECUTIVE OFFICE

- Purpose
- Lifecycle & Governance
- Defining Common Terms
- How to read the County Budget Book
- Monitoring and Adjusting
- Pitfalls
- Resources
 - Public Budget Book <https://rivco.org/about-county/budget-and-financial-information>
 - EO's Intranet <https://EOShare.rivco.org>
 - Form11 Training <http://www.rivcocob.org/iqm2-training-videos/totw>

Financial Reporting

Department - AUDITOR-CONTROLLER'S OFFICE

- Purpose
- Defining Common Terms
- Lifecycle & Governance
- Pitfalls
- Resources
 - www.auditorcontroller.org

Personnel Management

Department: HUMAN RESOURCES + EXECUTIVE OFFICE

- Defining Common Terms
- Concepts
- Pitfalls
- Resources
 - HR Website - toolbox, forms, MOU's, etc. www.rc-hr.com
 - EO's Intranet - Budget, ISF, Sherpa Training <https://EOShare.rivco.org>
 - Human Resources Business Partners Portfolio Assignments (handout)

Rates & Fees

Department - EXECUTIVE OFFICE + AUDITOR-CONTROLLER'S OFFICE

- Internal Services: Facilities Management, Human Resources, Information Technology, Purchasing & Fleet Services
- Purpose
- Lifecycle & Governance
- Defining Common Terms
- Pitfalls
- Resources
 - Budget Book - ISF Overview <https://rivco.org/about-county/budget-and-financial-information> Countywide
 - Cost Allocation (COW www.auditorcontroller.org)
 - EO's Intranet - Budget, ISF, Sherpa <https://EOShare.rivco.org>
 - e-CFR: Title 2, part 200 <https://www.ecfr.gov/cgi-bin/text-idx?SID=8ee89e45e1a1512ba4406c59144800a2&mc=true&node=pt2.1.200&rqn=div5>
 - ISF Rates Life-cycle (handout)
 - Understanding HR ISF Rates (handout)
 - Internal Service Contact Information (handout)