

## 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/igm2-training-videos/totw>

### **Financial Reporting**

#### **Department - AUDITOR-CONTROLLER'S OFFICE**

Purpose

Defining Common Terms

Lifecycle & Governance

Pitfalls

Resources

[www.auditorcontroller.org](http://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](http://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 (CO) [www.auditorcontroller.org](http://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 Lifecycle (handout)

Understanding HR ISF Rates (handout)