



County of Riverside  
**OFFICE OF THE AUDITOR-CONTROLLER**  
**STANDARD PRACTICE MANUAL**

**SUBJECT:** FINANCIAL SYSTEM – MONTH /  
 YEAR END CLOSING

<b>SECTION:</b>	<b>5</b>	<b>CATEGORY:</b> GENERAL LEDGER
<b>POLICY NUMBER:</b>	<b>503</b>	
<b>REVISED/ LAST REVIEWED:</b>	<b>3-25-02</b>	<b>APPROVED BY:</b> <u>Robert Byrd</u>

**PURPOSE:** To establish an agency’s, department’s, and special district’s financial closing responsibility.

**SCOPE:** Applies to County departments, agencies, special districts, and authorities, that are governed by Riverside County Board of Supervisor, and/or which maintain funds in the County Treasury.

**POLICY:** All accounting transactions that take place during an accounting period will require the user to complete a Financial System transaction in a timely manner to allow that accounting period to be closed in a timely manner to facilitate timely and accurate reporting.

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