

OCFO AIS Defined

- The system utilized for establishing and disseminating all information regarding the basic management structure of the **authority, functions, policies, procedures, statements, opinions**, and other governance

Need for OCFO AIS & Policies

- Amendments to Home Rule City Act changed governance of the City's finances
- Helps to ensure proper financial management, factor in the City's credit rating, and improves investor / grantor confidence in the City
- Consistent and comprehensive financial policies is a standard of good government
- Existing "policies" (Finance Directives, others) date back to 1970s – many are not true policies (i.e. are procedural / communications)

Current Work / Results

- Review of existing Finance Directives / other documentations and, when appropriate, integration into new CFO Administrative Orders, Directives and SOPs
- All existing Finances Directives / other documentation will be rescinded over time as new Documents are issued
- There will be approximately 25-30 new CFO Directives which govern, in conjunction with all Federal, State and City laws and regulations, all of work under the authority of the CFO
- At a minimum, annual review of Documents to ensure appropriate, based on leading practices, etc.
- Documents will be sent to employees, City Council and, if necessary, filed with the City Clerk. Will be made available on the internet and intranet



- Inventory of major work processes developed from OCFO Function Statements
- Identified authority governing major work processes
- Reviewed existing Finance Directives and other existing documentation
- Researched industry standards and guidelines published by national professional associations (ex: Government Finance Officers Association, International City/ County Management Association, and National League of Cities)
- Benchmarked leading practices of other local governments (ex: Washington DC, Chicago, NYC, Philadelphia, Seattle, Denver)
- Held sessions around full lifecycle of major work streams (ex: Procure-to-Pay, Assess-to-Collect, etc.) to highlight interconnectedness between stakeholders
- Comprehensive review from all staffing levels (front-line, managers, executives)



CFO Administrative Order

- Establishes, revises, or retracts a rule or guideline that is issued solely by the CFO

CFO Directive

- Establishes, revises, or retracts policies that may or may not have an action associated with them and are to be carried out by the OCFO as authorized by Federal, State, or City law

CFO Memorandum

- Statements, opinions, interpretations, and/or analyses on active or proposed laws, rules, regulations, contracts or other similar documents.

CFO Standard Operating Procedure (SOP)

- A document that consists of a set of instructions of steps on how to execute a task performed within OCFO; serves as a tool to ensure that activities are performed properly all of the time following operational, quality, legal and other applicable requirements.

