



Agenda Item Number: 2009-3-10E

## BERNALILLO COUNTY BOARD OF COUNTY COMMISSIONERS

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Meeting Date: March 17, 2009

Department: Housing Staff Contact: Betty Valdez, Housing Director  
Julie M Baca, Deputy County Manager for  
Community Services

**TITLE:** Bernalillo County Housing Department Standard Operating Procedures for Critical Financial Functions

**ACTION:** Motion to approve Administrative Resolution AR -2009 Bernalillo County Housing Department – Standard Operating Procedures for Critical Financial Functions.

### SUMMARY:

Bernalillo County Housing Department - Standard Operating Procedures (SOP's) for Critical Financial Functions assure that policies and procedures are integrated into the daily activities of the Finance area within Housing Department. These SOP's will enable the Housing Department to maintain a system of compliance. The SOP's reflect not only the regulation requirements but also reflect Housing Department's commitment to provide protection and checks and balances. HUD requires Board approval of these SOPs.

### ATTACHMENTS:

1. Bernalillo County Housing Department – Standard Operating Procedures For Critical Financial Functions, Policies and Procedures
2. AR -2009 Standard Operating procedures For Critical Financial Functions

### FISCAL IMPACT

No funding is required,

### STAFF ANALYSIS SUMMARY

#### COUNTY MANAGER

County Housing has established these SOPs for critical financial functions in order to provide specific guidelines for daily operations. Approval of the Resolution will satisfy HUD requirements. I recommend Board approval. 3/3/09

#### DEPUTY COUNTY MANAGER

Approving the Standard Operating Procedures will bring the County in compliance with HUD's request resulting from a recent audit. I recommend Board approval. JMB 03/03/09

#### LEGAL

The proposed action is within the Board's authority. The administrative resolution and proposed Standard Operating Procedures are consistent with State and Federal laws and regulations. JSL 2/16/09

## **FINANCE**

- Budget** Motion to approve standard operating procedures, no funding required. Pat Vigil, Financial Service Administrator 2/2/2009
- Purchasing** The purchasing procedures referenced in the Standard Operating Procedures (SOP's) for the Housing Department are consistent with the Central Purchasing Department's policies and procedures related to procurement. Lisa Sedillo-White, Purchasing Director 02/11/09
- Contracts** No comment required. Lisa Sedillo-White, Purchasing Director 02/11/09
- Risk Management** The implementation of these policies and procedures will ensure adequate controls for Critical Financial Functions. David A. Baca, Risk Management Director. 2/2/09