

**SUBMITTAL TO THE BOARD OF COMMISSIONERS
HOUSING AUTHORITY
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM
10.1
(ID # 5607)**

MEETING DATE:

Tuesday, December 5, 2017

FROM : HOUSING AUTHORITY:

SUBJECT: HOUSING AUTHORITY: Adoption of Resolution No. 2017-010 Approving the Housing Authority Financial Policy and Internal Controls Manual; All Districts, (\$0); CEQA Exempt

RECOMMENDED MOTION: That the Board of Commissioners:

1. Find that the project is exempt from California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061 (b)(3);
2. Adopt Resolution No. 2017-010 Approving the Housing Authority of the County of Riverside's Financial Policy and Internal Controls Manual for Housing Authority Programs;
3. Approve the attached Financial Policy and Internal Controls Manual that includes a series of policies to provide direction regarding the Housing Authority's budget and financial affairs; and
4. Direct Housing Authority Staff to file the Notice of Exemption with the County Clerk within 5 working days.

ACTION: Policy

Robert Field, Assistant County Executive Officer/EDA 10/19/2017

MINUTES OF THE BOARD OF COMMISSIONERS

On motion of Commissioner Tavaglione, seconded by Commissioner Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: December 5, 2017
xc: Housing Authority

Page 1 of 3

ID# 5607

Kecia Harper-Ihem
Clerk of the Board

By:
Deputy

10.1

**SUBMITTAL TO THE BOARD OF COMMISSIONERS HOUSING AUTHORITY
COUNTY OF RIVERSIDE. STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: N/A			Budget Adjustment: No	
			For Fiscal Year: 2017/18	

C.E.O. RECOMMENDATION:

BACKGROUND:

Summary

The Housing Authority of the County of Riverside (Housing Authority) operates various housing programs funded primarily by annual and multi-year contracts with the U.S. Department of Housing and Urban Development (HUD). These housing programs benefit low and moderate income individuals in the County of Riverside. All costs of operating the housing programs are offset principally by revenues from federal, state, and local governments and agencies pursuant to governmental cost accounting guidelines.

HUD has required all Public Housing Authorities (PHA), including the Housing Authority, to adopt financial and internal control policies. The purpose of the attached Housing Authority's Financial Policy and Internal Controls Manual is to provide direction for systemized procedures that maintain continuity from year to year. It is essential that policies and procedures be followed which will help to insure that the financial activities are efficient and effective and compliant with all federal and state laws, just as good business necessitates keeping accurate, legal and understandable records of receipts and expenditures.

Pursuant to the California Environmental Quality Act (CEQA), the proposed Housing Authority Financial Policy and Internal Controls Manual was reviewed and determined to be categorically exempt from CEQA under the State CEQA Guidelines Section 15061 (b)(3), General Rule or "Common Sense" exemption. It can be seen with certainty that there is no possibility that approval of the Financial Policy and Internal Controls Manual may have a significant effect on the environment, since it is an administrative document and will only have financial effects. A Notice of Exemption will be filed by Housing Authority staff with the County Clerk within 5 days of the approval of the Financial Policy and Internal Controls Manual.

County Counsel has reviewed Resolution No. 2017-010 as to form. Staff recommends approval of the Housing Authority Financial Policy and Internal Controls Manual and adoption of Resolution No. 2017-010.

Impact on Residents and Businesses

Approval of the Financial Policy and Internal Controls Manual will enable the Housing Authority to continue with its mission of providing project and tenant based rental assistance, short term rental/utility assistance, housing information service, and housing case management services to low and moderate-income households, veterans, and chronically homeless individuals.

**SUBMITTAL TO THE BOARD OF COMMISSIONERS HOUSING AUTHORITY
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

SUPPLEMENTAL:

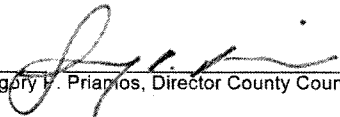
Additional Fiscal Information

A series of Housing Authority policies are included in the appendices of the Financial Policy and Internal Controls Manual.

Attachments:

- Board of Commissioners Resolution No. 2017-010 approving the Housing Authority of the County of Riverside's Financial Policy and Internal Controls Manual
- Housing Authority Financial Policy and Internal Controls Manual
- Appendix A Investment Policy
- Appendix B Capitalization Policy
- Appendix C Petty Cash Manual.
- Appendix D Credit Card Policy
- Appendix E Travel Policy
- Appendix F Procurement Policy
- Appendix G Conduit Financing Operation Manual

RF: HM: JA: SE 13257 MT 5607
S:\Department\Administration\HACR Policy Manual



Gregory V. Priamos, Director County Counsel 11/16/2017

3
4 **RESOLUTION NUMBER 2017-010**

5 **APPROVING THE HOUSING AUTHORITY OF THE COUNTY OF RIVERSIDE'S**
6 **FINANCIAL POLICY AND INTERNAL CONTROLS MANUAL**

7
8 **WHEREAS**, the Housing Authority of the County of Riverside ("Authority") was created
9 pursuant to the U.S. Housing Act of 1937 and Section 34200 et seq. of the California Health and
10 Safety Code to provide housing for low and moderate income families;

11 **WHEREAS**, the Authority administers a variety of local, state and Federal Programs in
12 pursuit of its mission;

13 **WHEREAS**, the Authority operates public housing developments authorized by the U.S.
14 Department of Housing and Urban Development ("HUD");

15 **WHEREAS**, HUD required all Public Housing Authorities, including the Authority, to
16 adopt financial and internal control policies;

17 **WHEREAS**, good governance practices require the Authority to adopt and follow certain
18 financial and internal control policies to: (a) promote effective and efficient operations so as to
19 help carry out its mission; (b) provide reasonable, but not absolute, assurance that assets are
20 safeguarded against inappropriate or unauthorized use; (c) promote the accuracy and reliability
21 of accounting data and financial reporting to ensure transactions are executed in accordance
22 with management's authorization and recorded properly in accounting records; (d) encourage
23 adherence to management's policies and procedures for conducting programs and operations;
24 and (e) ensure compliance with applicable laws and regulations;

25 **WHEREAS**, the attached Housing Authority of the County of Riverside Financial Policy
26 and Internal Controls Manual has been prepared in accordance with and consistent with all
27 applicable laws and guidelines; and

28 **WHEREAS**, the Board of Commissioners desire to approve and adopt the attached
29 Housing Authority of the County of Riverside Financial Policy and Internal Controls Manual.
30

FORM APPROVED COUNTY COUNSEL

BY: *Kezia Harper-Ihem*
KEZIA R. BROWN DATE: 12/16/17

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

NOW THEREFORE, BE IT RESOLVED, FOUND, DETERMINED, and ORDERED by the Board of Commissioners for the Housing Authority of the County of Riverside, State of California, in regular session assembled on December 5, 2017, as follows:

1. The foregoing recitals are true and correct.
2. The Board of Commissioners hereby approves and adopts the attached Financial Policy and Internal Controls Manual.

///

ROLL CALL:

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
 Nays: None
 Absent: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA HARPER-IHEM, Clerk of said Board

By *Kezia Harper-Ihem*
Deputy