

Introduction

The purpose of this manual is to (1) provide general policy guidelines on the conduct of the City's financial affairs for all City of Bell employees, and (2) provide specific procedural guidelines for Finance Department employees.

In the same manner that certain breeds of shark must always maintain motion to avoid death, this manual will remain useful to the extent that it is kept current with changes in the City's policy environment generally and the Finance Department's transactional environment specifically. Accordingly, the style of organization and pagination employed herein is designed to allow for additional policies, or revised policies, to be easily inserted in each user's manual. Because change is a constant, the manual will always be a work in progress.

Manual Updating and Distribution

Email notification will be used for all manual additions and revisions. It will be titled "Financial Management Policies and Procedures Manual Update," and will reference the updated sections.

The email notification will be sent to the following distribution list:

- City Manager
- City Clerk
- Human Resources Analyst
- All Finance Department personnel
- Community Development Director (responsible for CDD distribution)
- Community Services Director (responsible for CSD distribution)
- Police Chief (responsible for PD distribution)