OREGON ACCOUNTING MANUAL		Number 01.10.00.PO
Oregon Department of Administrative Services State Controller's Division	**Policy**	Effective Date July 1, 2001
Chapter	**Introduction**	.1 OF .2
Part	**Roles and Responsibilities**	
Section		Approval

Authority ORS 293.265
ORS 293.590
ORS 297.120
ORS 297.210

Agency Management

.101 Management of each state agency has front-line responsibility for the accuracy and adequacy of its accounting and financial reporting. This manual provides policies and procedures to follow in performing accounting functions. There are also several state agencies or divisions that provide services associated with accounting, as described in the following paragraphs.

State Controller's Division

.102 The State Controller's Division consists of five functions: Statewide Financial Management Services (SFMS), Statewide Accounting and Reporting Services (SARS), Oregon State Payroll Services, Shared Client Services and Statewide Revenue Support Services. While all these functions provide accounting related services, SFMS and SARS are most involved in providing assistance to state agencies and accountants.

.103 SFMS is responsible for the operation of the State's accounting system. They provide operational control and support for **R*STARS** and **ADPICS**. They are responsible for system design and enhancement, and provide control over changes to the tables and profiles.

.104 Each state agency using R*STARS has an assigned SFMS analyst. The analyst is available to answer questions about the accounting system and assist with locating appropriate transaction codes or accounts. The analyst will also assist with establishing new agencies, funds, and profiles within the accounting system.

.105 SARS is responsible for the statewide development and coordination of accounting, financial reporting and fiscal management policies and procedures in accordance with **generally accepted accounting principles (GAAP)**, federal regulations, and state laws. They also provide formal training on accounting and reporting matters to agency accountants. SARS coordinates the State's year end closing process and prepares Oregon's **Comprehensive Annual Financial Report**.

.106 Each state agency has an assigned SARS analyst. SARS analysts provide professional assistance and consultation on accounting matters to state agencies.

.107 SARS manages the computer security function for the State's financial systems. They also manage the SCD Accounting DataMart, a database of accounting data available to agency fiscal personnel for ad hoc reporting or researching transactions.

State Treasury

.108 The State Treasury is the central bank for state agencies. State agencies are required by law to deposit their moneys with the Treasury. Treasury processes checks and warrants and provides an automated banking system. Treasury also issues the State's debt, and manages the State's investments.

Secretary of State Audits Division

.109 The Audits Division is responsible for auditing the books and records of the State's agencies. It audits the state's Comprehensive Annual Financial Report and Schedule of Expenditures of Federal Awards annually. It also conducts financial and other audits of State agencies and functions, and is responsible for the investigation of losses of public funds.

Budget and Management Division

.110 The Budget and Management Division (BAM) of the Department of Administrative Services prepares the Governor's Recommended Budget, which is the starting point for establishing the State's biennial budget. It also monitors agency spending to assure budgets are not exceeded, and coordinates financing of capital construction. Each state agency has an assigned BAM analyst who will assist them with budget matters.

OAM Maintenance

.111 The responsibility for maintenance of the Oregon Accounting Manual (OAM) lies with SARS. All revisions to the manual must be approved by SARS and signed by the State Controller.

.112 SARS will review the OAM annually and update it as necessary. They will also revise the OAM as appropriate when new accounting standards are issued, and when the State adopts new policies that affect accounting and financial reporting. Draft revisions will be posted on the SCD web site for agency review and comment prior to finalization.