

Program # 25002 - DCHS Chief Financial Officer

Version 6/13/2005 s

Priority: Accountability

Lead Agency: County Human

Program Offer Type: Support

Program Contact: Al Stickel

Related Programs:

Frameworks:

Executive Summary

The Chief Financial Officer manages fiscal staff, assists the Director and division managers with fiscal management, budget development, the production of monthly financial reports, special project analysis, procurement, contract development, tracking and fiscal compliance.

Program Description

The Office of the Chief Financial Officer provides daily management of the fiscal, budgetary, contracting and procurement staff members and also provides technical fiscal oversight to the Aging and Disability Services Division (ADSD) budget analyst, the Mental Health and Addictions Services Division (MHASD) business manager and general support to each of the Department's divisions. Also acts as the business manager for the Developmental Disabilities Services Division (DDSD) and ADSD. The office is composed of a Chief Financial Officer (CFO) who supervises compliance, the budget group, the Contract group, and Procurement. In addition, the CFO directly supervises fiscal specialists who are budgeted at the division level. The services provided by this office include coordination of the annual budgeting process, monthly financial reports, position control, revenue and expense forecasting and fiscal analysis. Also responsible for technical cost studies, performing fiscal compliance audits of vendors, providing procurement and contracting support for more than 270 human and professional service contracts, along with the implementation and maintenance of County fiscal policy and procedures. This group develops and implements processes and procedures for new sources of revenue and research Department fiscal issues and concerns. Finally, the office interprets laws, regulations and County policy related to grants and revenue awards.

Program Justification

The Chief Financial Officer directly supervises 16 employees, and shares the supervision of an additional 2.0 FTE who report to both the division directors and the CFO. The office's resources and expertise are ultimately responsible for the financial management and accountability of a 500-plus FTE, \$173 million Department.

Performance Measures

Summary of last year's program results and this year's expected results

Program Mandate:**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2005	2005	2006	2006
Personnel	\$17,671	\$586,735	\$188,617	\$435,869
Contracts	\$0	\$0	\$12,646	\$0
Materials & Supplies	\$3,392	\$30,669	\$4,236	\$27,959
Internal Services	\$1,353,156	\$1,180,669	\$25,115	\$36,877
Subtotal: Direct Exps:	\$1,374,219	\$1,798,073	\$230,614	\$500,705
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	\$0	\$0	\$0	\$0
Total GF/non-GF:	\$1,374,219	\$1,798,073	\$230,614	\$500,705
Program Total:	\$3,172,292		\$731,319	
Program FTE	0.00	0.00	2.45	5.55
Program Revenues				
Indirect for dep't Admin	\$7,094	\$0	\$445	\$0
Fees, Permits & Charges	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$1,798,073	\$0	\$500,705
Program Revenue for Admin	\$0	\$0	\$0	\$0
Total Revenue:	\$7,094	\$1,798,073	\$445	\$500,705

Explanation of Revenues**Significant Program Changes**