

**Priority:** Safety  
**Program Offer Type:** Support  
**Related Programs:**

**Lead Agency:** Community Justice  
**Program Contact:** Shaun Coldwell

**Program Characteristics:**

**Executive Summary**

The Department of Community Justice (DCJ) Business Services section provides administrative and business support to the department. Services include budget development, analysis and tracking; grants management; accounts receivable; accounts payable; medicaid billing and purchasing.

**Program Description**

DCJ Business Services supports the department to maintain sound, accurate and transparent financial management through developing a balanced budget that meets Oregon Budget Law and the County's policies; follow accounting practices established by the County's Chief Financial Officer; spend within budget and for the programs authorized by the Board of County Commissioners; participate in cross-County teams such as the County Operating Team, Finance Users Group and Priority Budgeting Outcome Teams.

**Program Justification**

The Department of Community Justice is funded by a variety of federal, state, local and grant fund sources. One of the primary responsibilities of the Business Services Section is to ensure that the budget for the department is balanced and legal and that spending stays within the limits and program areas that were authorized by the Board of County Commissioners. Accounting procedures follow County policy.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY05-06)	Current Year Purchased (FY06-07)	Current Year Estimate (FY06-07)	Next Year Offer (FY07-08)
Output		0	0	0	0
Outcome	Percent spending within legal appropriation (total budget).	98.5%	100.0%	100.0%	100.0%
Outcome		0	0	0	0
Outcome	Percent underspending of legal appropriation (general fund).	1.5%	2.0%	1.9%	2.0%

**Performance Measure - Description**

## Legal/Contractual Obligation

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
	2007	2007	2008	2008
<b>Program Expenses</b>				
Personnel	\$863,379	\$0	\$886,819	\$0
Contracts	\$2,001	\$0	\$6,934	\$0
Materials & Supplies	\$42,559	\$0	\$45,044	\$0
Internal Services	\$671,679	\$0	\$703,760	\$0
Subtotal: Direct Exps:	<b>\$1,579,618</b>	<b>\$0</b>	<b>\$1,642,557</b>	<b>\$0</b>
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Total GF/non-GF:	<b>\$1,579,618</b>	<b>\$0</b>	<b>\$1,642,557</b>	<b>\$0</b>
Program Total:	<b>\$1,579,618</b>		<b>\$1,642,557</b>	
Program FTE	10.00	0.00	10.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$1,080,221	\$0	\$1,450,331	\$0
Other / Miscellaneous	\$5,000	\$0	\$5,000	\$0
Program Revenue for Admin	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$1,085,221</b>	<b>\$0</b>	<b>\$1,455,331</b>	<b>\$0</b>

## Explanation of Revenues

Department indirect revenue of \$1,405,437 for entire department is based on indirect rate of 5.75% of total allowable expenditures in the federal/state fund. Miscellaneous revenue of \$5,000 is not program related and are deposited into the general fund.

## Significant Program Changes

Last year this program was: #50001, DCJ Business Services