

**Priority:** Basic Needs

**Lead Agency:** Health Department

**Program Offer Type:** Support

**Program Contact:** LEAR Wendy R

**Related Programs:**

**Program Characteristics:**

**Executive Summary**

Business and Quality Services - Accounting and Financial Services is responsible for providing all grant accounting, budget development and monitoring, accounts payable, contracts and purchasing services and support for the Health Department. They are liaisons for the Department with County Business Services, coordinating the provision of services such as Information Technology, Facilities and fleet services.

**Program Description**

This group manages all of the financial reporting, billing and collection services for grant-funded programs. It prepares and reviews the Health Department financial reports and develops and maintains the Department's budget. The Contracts team advises, prepares and processes all contracts, intergovernmental agreements and professional service agreements for the Department. Accounts payable, purchasing and travel and training services are also provided.

This group also includes the Facility & Safety Manager who acts as the Safety Coordinator and is responsible for managing compliance with federal, state and county safety regulations. This position is liaison to Facilities and Property Management, FREDS and works closely with the County's Health, Safety and Risk Management Division.

**Program Justification**

Financial and Business services and support for organizational effectiveness are required for a department responsible for managing over \$130 million in County resources and more than 1250 personnel.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY06-07)	Current Year Purchased (FY07-08)	Current Year Estimate (FY07-08)	Next Year Offer (FY08-09)
Output	Percentage of grant reports submitted on time	92.0%	95.0%	95.0%	95.0%
Outcome	Percent of contracts unexecuted by start of contract	6.0%	5.0%	5.0%	5.0%
Quality	Percent of invoices paid in 30 days or less	65	85	50	85

**Performance Measure - Description**

## Legal/Contractual Obligation

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
	2008	2008	2009	2009
<b>Program Expenses</b>				
Personnel	\$1,844,580	\$0	\$2,007,861	\$0
Contracts	\$12,000	\$0	\$49,048	\$0
Materials & Supplies	\$352,931	\$0	\$43,895	\$0
Internal Services	\$306,187	\$0	\$299,967	\$0
Subtotal: Direct Exps:	<b>\$2,515,698</b>	<b>\$0</b>	<b>\$2,400,771</b>	<b>\$0</b>
Administration	\$37,239	\$0	\$35,663	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	<b>\$37,239</b>	<b>\$0</b>	<b>\$35,663</b>	<b>\$0</b>
Total GF/non-GF:	<b>\$2,552,937</b>	<b>\$0</b>	<b>\$2,436,434</b>	<b>\$0</b>
Program Total:	<b>\$2,552,937</b>		<b>\$2,436,434</b>	
Program FTE	22.00	0.00	20.80	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$4,255,519	\$0	\$4,597,837	\$0
Program Revenue for Admin	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$4,255,519</b>	<b>\$0</b>	<b>\$4,597,837</b>	<b>\$0</b>

## Explanation of Revenues

## Significant Program Changes

**Last year this program was:**  
 #40040 Business & Quality - Accounting and Financial Services