

Lead Agency: County Management

Program Contact: Karyne Kieta

Program Offer Type: Existing Operating

Related Programs:

Program Characteristics:

Executive Summary

The Budget Office guides the development of the County's Budget Process, prepares the annual budget and supports the Chair and the Board of County Commissioners in their budgeting decisions by helping align the County's annual spending plan with their priorities. It also serves as a liaison between departments, elected officials and the community in communicating policy direction and program priorities, coordinating strategic planning and providing technical expertise, training, program and management analysis.

Program Description

The Budget Office leads the countywide budget process, evaluates County policies and operations, and recommends redirection of policy and/or resources.

The Budget Office prepares and presents the following:

- Prepares the annual budget, budget in brief and associated documents;
- Financial forecasting and budget projections;
- Ad hoc analysis for County Management and the Chair's Office;
- Cost control analyses; and
- Monthly expenditure and revenue monitoring.

Staff also assist departments in measuring performance of County programs; provide information and training on financial management, planning, budgets, and expenditure and revenue forecasting.

Budget staff serve on countywide task forces related to budget, finance and other fiscal matters; identify and resolve financial problems; and support County Labor Relations in collective bargaining research and analysis.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY08-09)	Current Year Purchased (FY09-10)	Current Year Estimate (FY09-10)	Next Year Offer (FY10-11)
Output	Number of budget modifications processed (includes internal)*	132	102	211	200
Outcome	Percentage of budget modifications entered into SAP within the financial period*	0.0%	0.0%	98.0%	99.0%
Quality	Percent error in the Budget Revenue Forecast	3.3%	2.0%	2.0%	2.0%
Quality	Percentage of customers satisfied with the Budget Office staff performance**	93.0%	92.0%	95.6%	95.0%

Performance Measure - Description

 **Measure Changed**

*This measure will change for FY 2011. In years past, we only tracked the budget modifications that required Board approval. For FY 2011, we will change the measure to include internal modifications.

**Because the budget process ends prior to the beginning of the fiscal year the FY 09-10 estimate is the "actual" customer satisfaction rating.

Legal/Contractual Obligation

The Budget Office is not mandated, but the County is subject to Oregon Budget Law, ORS Chapter 294 & sections of ORS Chapters 280 & 310 related to filing and ballot title wording. The office is responsible for producing a financially sound budget that complies with the law and communicates results achieved for public money entrusted to the County.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2010	2010	2011	2011
Personnel	\$961,418	\$0	\$958,086	\$0
Contracts	\$22,500	\$0	\$30,000	\$0
Materials & Supplies	\$41,925	\$0	\$44,600	\$0
Internal Services	\$393,188	\$0	\$231,419	\$0
Total GF/non-GF:	\$1,419,031	\$0	\$1,264,105	\$0
Program Total:	\$1,419,031		\$1,264,105	
Program FTE	8.00	0.00	8.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

Significant Program Changes

Last year this program was: #72029A, Budget Office

Reduced the intern budget by 100% which significantly impacts the office's ability to do special projects and data requests.

Due to a change in the internal service methodology and allocation, our internal service costs for this program have decreased significantly. However, those costs have been reallocated elsewhere in the department.