

**Lead Agency:** County Management

**Program Contact:** Karyne Kieta

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:** In Target

### 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 with their budgeting decisions by helping align the County's annual spending plan with the 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 does the following:

- Prepares the annual budget, budget in brief and associated documents;
- Financial forecasting and budget revenue/expenditure projections;
- Ad Hoc analysis for County Management and the Chair's Office; and
- Cost control analyses;
- Prepares the supplemental budget; and
- Maintains the legal budget throughout the course of the year.

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 (FY09-10)	Current Year Purchased (FY10-11)	Current Year Estimate (FY10-11)	Next Year Offer (FY11-12)
Output	Number of budget modifications processed (includes internal)	215	200	160	200
Outcome	% of budget modifications entered into SAP within 4 weeks of Board approval	84.0%	82.0%	80.0%	85.0%
Quality	Percent error in the Budget Revenue Forecast	2.0%	2.0%	2.0%	2.0%
Quality	% of customers satisfied with the Budget Office staff performance*	95.6%	95.0%	94.7%	95.0%

### Performance Measure - Description

\*Because the budget process ends prior to the beginning of the fiscal year the FY 10-11 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
<b>Program Expenses</b>	2011	2011	2012	2012
Personnel	\$958,086	\$0	\$963,856	\$0
Contracts	\$30,000	\$0	\$19,330	\$0
Materials & Supplies	\$44,600	\$0	\$41,200	\$0
Internal Services	\$231,419	\$0	\$166,261	\$0
Total GF/non-GF:	<b>\$1,264,105</b>	<b>\$0</b>	<b>\$1,190,647</b>	<b>\$0</b>
Program Total:	<b>\$1,264,105</b>		<b>\$1,190,647</b>	
Program FTE	8.00	0.00	8.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

This program is supported exclusively by General Fund revenues.

## Significant Program Changes

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

Reduced the professional services budget by 36% which significantly impacts the office's ability to do any special projects.

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.