

Lead Agency: County Human Services

Program Contact: Kathy Tinkle

Program Offer Type: Support

Related Programs:

Program Characteristics:

Executive Summary

The Department of County Human Services (DCHS) Business Services provides administrative, financial and business support for the department. Services include development, management and administration of the department's multimillion dollar budget; grants management; accounts receivable; accounts payable; purchasing; facilities coordination; and customer service via the reception desk. Business Services staff serve as liaison between the department and internal service providers such as County Finance, Central Budget, Facilities and Property Management, Information Technology, and Fleet, Records, Electronics, Distribution and Stores(FREDS).

Program Description

Business Services supports the work of the department by providing: budget development, management and reporting; accounts payable and receivable; grant accounting and reporting for approximately 140 funding sources; and implementation of, and compliance with, all county, state and federal fiscal policies and procedures related to the business of this department.

Business Services personnel provide administrative and support services for the department; work across the county with other departments and agencies in coordinating the provision of information technology, facilities management and FREDS; function as liaison to the DCHS Citizen Budget Advisory Committee; and represent the department on several countywide workgroups and committees.

DCHS Business Services provides responsible leadership; sound budgetary and financial management; and delivers results that are consistent with the department's and county's priorities.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Percent of invoices paid in 30 days or less	76.0%	77.0%	75.0%	75.0%
Outcome	Percent of financial reports submitted to the grantor error free	99.0%	99.0%	99.0%	99.0%

Performance Measure - Description

Legal/Contractual Obligation**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$1,160,328	\$728,346	\$1,244,974	\$711,517
Contracts	\$810,270	\$6,400	\$742,375	\$10,500
Materials & Supplies	\$35,864	\$22,514	\$4,367	\$42,655
Internal Services	\$49,269	\$323,522	\$88,089	\$163,865
Total GF/non-GF:	\$2,055,731	\$1,080,782	\$2,079,805	\$928,537
Program Total:	\$3,136,513		\$3,008,342	
Program FTE	13.30	8.20	14.26	7.24
Program Revenues				
Fees, Permits & Charges	\$621,324	\$0	\$865,991	\$0
Intergovernmental	\$0	\$1,080,782	\$0	\$928,537
Total Revenue:	\$621,324	\$1,080,782	\$865,991	\$928,537

Explanation of Revenues

\$770,09 - Title XIX: Based on FY12 revised budget

\$158,328 - State Mental Health Grant, Local Admin: Based on FY12 revised budget

\$865,991 - County General Fund Department Indirect: Based on FY13 Dept Indirect Rate published by Central Finance

\$688,641 - County General Fund Match

\$525,173 - County General Fund

Significant Program Changes

Last year this program was: #25002, Business Services Unit

Reduced 1.00 FTE - Finance Specialist Sr. (Vacant); Adds 1.0 FTE Finance Manager to oversee and manage finance functions at the department level.