

**Lead Agency:** Community Justice

**Program Contact:** Joyce Resare

**Program Offer Type:** Support

**Related Programs:**

**Program Characteristics:**

**Executive Summary**

The Department of Community Justice (DCJ) Business Services provides administrative and business services to the Department through exercising sound, accurate and transparent financial management. Services include: Department budget development, analysis and tracking; administration of the Department's budget and numerous revenue streams; financial policy development and oversight; grants management; accounts receivable; accounts payable; medical billing; travel and training; procurement and contract development and administration.

**Program Description**

DCJ is funded by a variety of federal, state, local and other grant sources. A primary responsibility of Business Services is to integrate these resources to develop a balanced budget that meets Oregon Budget Law, County's policies, and the accounting practices established by the County's Chief Financial Officer. Business Services ensures that the Department's budget adequately supports operations and aligns with the programs authorized by the Board of County Commissioners.

Business Services also continually monitors departmental spending throughout the budget cycles so that spending occurs within designated spending limits. Business Services participates in cross-county teams such as the County Operations Council, Purchasing/Contract Committees and the Finance Users Group. This area also sees that cash handling and accounting are closely monitored, ensures compliance with grant financial requirements, that contracts meet County Attorney standards and provide legal authority to procure goods and services for the programs.

**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	75.0%	80.0%	75.0%	80.0%
Outcome	Percent spending within legal appropriation (total budget)	100.0%	100.0%	100.0%	100.0%

**Performance Measure - Description**

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

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,577,921	\$0	\$1,598,236	\$0
Contracts	\$3,256	\$0	\$3,789	\$0
Materials & Supplies	\$60,880	\$0	\$64,539	\$0
Internal Services	\$762,764	\$0	\$752,020	\$0
<b>Total GF/non-GF:</b>	<b>\$2,404,821</b>	<b>\$0</b>	<b>\$2,418,584</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$2,404,821</b>		<b>\$2,418,584</b>	
Program FTE	16.80	0.00	16.70	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$2,038,790	\$0	\$1,695,782	\$0
<b>Total Revenue:</b>	<b>\$2,038,790</b>	<b>\$0</b>	<b>\$1,695,782</b>	<b>\$0</b>

**Explanation of Revenues**

County General Fund which includes Department Indirect Revenue of \$1,690,782 based on indirect rate of 7.89% of total allowable expenditures in the federal/state fund; Fee revenue of \$5,000 deposited into the General Fund. Revenue is unanticipated and not program related. Assuming same budget amount as FY12.

**Significant Program Changes**

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

This program offer reflects a decrease of .10 FTE Finance Specialist 1 position.