

Lead Agency: Sheriff
Program Offer Type: Support
Related Programs:
Program Characteristics:

Program Contact: Wanda Yantis

Executive Summary

The MCSO Fiscal Unit program provides comprehensive budget and fiscal services to the Multnomah County Sheriff's Office. The Sheriff's Office has approximately 800 employees and a \$120 million agency budget. The Fiscal Unit conducts data entry, analysis, expenditure oversight as well as information reporting to the Sheriff's Office management and staff. The Fiscal Unit works with the Planning and Research Unit and Executive Office in providing information to the public.

Program Description

The Fiscal Unit performs a core agency function by gathering data, entering, analyzing, and reporting to Command Staff fiscal information so that strategic operational decisions can be made. The Fiscal Unit makes certain that funds are available for running the agency's operating programs and documents their use by performing: budget development and monitoring; fiscal projections; accounts receivable and payable; inmate welfare fund accounting; contract development and monitoring; grant accounting; travel and training processing; as well as monitoring County internal service reimbursements. The Fiscal Unit provides monthly financial reports to management and information for the County's annual audit. County financial policies, procedures and internal controls are implemented and maintained by the Fiscal Unit.

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 payments over 60 days	3.4%	5.0%	3.1%	5.0%
Outcome	Number of accounts payable payments made	4,649	5,000	4,670	5,000

Performance Measure - Description

County policy is to have payments made within 30 days of invoice, the data is from SAP on actual payment date vs. invoice date. The Outcome measure of payments made reflects the volume of checks processed by the unit with the outcome of vendors paid.

Legal/Contractual Obligation

Assist in the contract development and procurement process as well as provide accounting and time information reports on contracts, grants and IGA's for the Sheriff's Office.

ORS Chapter 294 — County and Municipal Financial Administration

ORS 206.020 Keeping records of and disposition of fees.

ORS 294.085 Examining books and papers of county officers.

ORS 297.515 County audits include judicial and law enforcement agencies and officers

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$662,546	\$0	\$678,498	\$0
Contracts	\$866	\$0	\$888	\$0
Materials & Supplies	\$12,655	\$0	\$12,972	\$0
Internal Services	\$66,311	\$0	\$62,254	\$0
Total GF/non-GF:	\$742,378	\$0	\$754,612	\$0
Program Total:	\$742,378		\$754,612	
Program FTE	6.00	0.00	6.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

Significant Program Changes

Last year this program was: #60013, MCSO Fiscal Unit