

Lead Agency: Department of County

Program Contact: Julie Neburka

Program Offer Type: Administration

Related Programs:

Program Characteristics:

Executive Summary

The Department of County Assets (DCA) Administrative Service Hub includes the Finance & Administration unit which works collectively with the other Administrative Service Hub units to deliver services. The Hub was established to create greater efficiencies through the consolidation of duplicate financial and administrative support functions that formerly existed separately in the Departments of County Assets and County Management. This unit provides a variety of business services functions to DCA and DCM. Support is also provided to the Board of County Commissioners and several Nondepartmental Offices allowing departmental leadership and elected officials to focus their efforts on delivering vital program services.

Program Description

This program aligns with business services functions in other departments allowing programs and elected officials to leverage administrative resources. The Finance and Administration unit reports to the DCA Director and supports the operational activities of this department and DCM by providing financial services such as accounts receivable, accounts payable and procurement card management; additionally, the unit provides general administrative support functions such as travel planning, employee reimbursements, timekeeping, reception and general administrative support to a diverse array of programs. Support also includes collaboration with departmental partners in the review of Administrative Procedures, policies and the implementation of best practices.

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		0	0	0	0
Outcome	Percent of AP invoices paid on time	83.0%	95.0%	90.0%	90.0%
Outcome	Percent of AR receipts posted in correct accounting period	100.0%	100.0%	100.0%	100.0%
Efficiency	Percent of grant reports submitted on time	100.0%	100.0%	100.0%	100.0%

Performance Measure - Description

Invoices Paid on Time is the percentage of invoices paid within 30 days of the invoice date and measures the timelines of the accounts payable process. The county-wide performance of this measure has historically been about 85%. This should be achievable once all DCA, DCM and NonDepartmental customers become acclimated to the new Administrative Hub payment process.

Accounts Receivable performance measures the percentage of receipts posted in the correct accounting cycle in compliance with Financial Procedure FIN-19.

Grant reporting support to DCM and NonDepartmental is a relatively new function in FY11; percent of grant report submitted on time is a new measure reflecting performance quality and grant compliance.

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	\$403,882	\$640,870	\$790,685	\$0
Contracts	\$350,000	\$33,248	\$0	\$0
Materials & Supplies	\$13,344	\$22,973	\$16,050	\$0
Internal Services	\$39,802	\$47,945	\$96,050	\$0
Unappropriated & Contingency	\$0	\$206,877	\$0	\$0
Total GF/non-GF:	\$807,028	\$951,913	\$902,785	\$0
Program Total:	\$1,758,941		\$902,785	
Program FTE	0.00	0.00	9.00	0.00
Program Revenues				
Fees, Permits & Charges	\$0	\$548,376	\$617,796	\$0
Total Revenue:	\$0	\$548,376	\$617,796	\$0

Explanation of Revenues

Costs of the Administrative Hub are allocated proportionately among users: the County's internal services and the departments of County Assets and County Management. The General Fund supports charges apportioned to DCM. Internal service charges recover the costs associated with support of the Facilities, Information Technology, Fleet, and Distribution Funds, and reimburse the General Fund for these services.

Significant Program Changes

Last year this program was: #78001, Business Services

The former Business Services program offer primarily supported DCM. After it was combined with similar support functions in DCA (including Information Technology) and NonDepartmental, it evolved from a single unit to four areas of expertise (Human Resources, Budget, Rate Setting & Capital Planning, Finance & Administration and Contracts, Procurement, Contracts & Strategic Sourcing) providing specialized support to DCA, DCM and NonDepartmental.