

**Lead Agency:** Health Department

**Program Contact:** LEAR Wendy R

**Program Offer Type:** Support

**Related Programs:**

**Program Characteristics:** In Target

**Executive Summary**

Business and Quality Services - Accounting and Financial Services is responsible for providing all grant accounting, budget development and monitoring, accounts payable, contracts and purchasing services and support for the Health Department. They are liaisons for the Department with County Business Services, coordinating the provision of services such as Information Technology, Facilities and Fleet Services.

**Program Description**

This group manages all of the financial reporting, billing and collection services for grant-funded programs. It prepares and reviews the Health Department financial reports and develops and maintains the Department's budget. The Contracts Team advises, prepares and processes all contracts, intergovernmental agreements and professional service agreements for the Department. Accounts payable, purchasing and travel and training services are also provided. This group also includes the Facility and Safety Manager who acts as the Safety Coordinator and is responsible for managing compliance with federal, state and county safety regulations. This position is liaison to Facilities and Property Management, FREDS and works closely with the County's Health, Safety and Risk Management Division. Financial and Business Services and support for organizational effectiveness are required for a department responsible for managing over \$161 million in County resources and more than 1,000 full and part-time personnel.

**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 contracts executed by start of contract	98.0%	98.0%	99.0%	98.0%
Outcome	Percentage of grant reports submitted on time	95.0%	100.0%	98.0%	100.0%
Quality	Number of repeated audit or unresolved audit findings	1	0	0	0

**Performance Measure - Description**

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

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$2,363,028	\$0	\$2,603,062	\$0
Contracts	\$69,593	\$0	\$21,748	\$0
Materials & Supplies	\$160,793	\$0	\$79,061	\$0
Internal Services	\$403,597	\$0	\$439,094	\$0
<b>Total GF/non-GF:</b>	<b>\$2,997,011</b>	<b>\$0</b>	<b>\$3,142,965</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$2,997,011</b>		<b>\$3,142,965</b>	
Program FTE	24.30	0.00	27.10	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$5,941,209	\$0	\$5,829,293	\$0
<b>Total Revenue:</b>	<b>\$5,941,209</b>	<b>\$0</b>	<b>\$5,829,293</b>	<b>\$0</b>

**Explanation of Revenues**

Business and Quality - Accounting and Financial Services is funded by \$1,394,644 county general fund and \$1,748,321 county general fund indirect revenue.

The general fund revenue in this program offer is the amount of department indirect that is charged to federal/state revenue sources.

**Significant Program Changes**

**Last year this program was:** #40040, Business and Quality - Accounting and Financial Services  
 Changes to FTE include creating a permanent part-time clerical assistant using money previously budgeted as temporary. Moving one clerical specialist position from PO40003 to Business Services and adding a new position to support the Immunization program with the receipt, monitoring and tracking of immunizations and vaccines.