

Lead Agency: Health Department

Program Contact: Wendy Lear

Program Offer Type: Support

Related Programs:

Program Characteristics:

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's 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.

Operational IT support reports to Business Services. This team support the Health Department in meeting its IT Strategic plan, upgrading and maintaining its IT infrastrure in collaboration with County IT.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY11-12)	Current Year Purchased (FY12-13)	Current Year Estimate (FY12-13)	Next Year Offer (FY13-14)
Output	Percent of contracts executed by start of contract	98.0%	98.0%	98.0%	98.0%
Outcome	Percentage of revenue invoices recorded within 10 business days	0.0%	0.0%	97.0%	98.0%
Quality	Number of repeated audit or unresolved audit finding	0	0	0	0

Performance Measure - Description

✔ **Measure Changed**

New measure for FY14: "Percentage of revenue invoices recorded within 10 business days" County administrative procedure FIN-19 requires that revenue invoices are posted within 10 days after the accounting period closes. This measure reports Business Services compliance with FIN-19.

FY13 measure "percentage of grant reports submitted on time" was discontinued because tracking was done manually. The new measure "percentage of revenue invoice recorded within 10 days relies on data from SAP and is directly linked to county administrative rules.

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2013	2013	2014	2014
Personnel	\$2,622,919	\$0	\$2,978,512	\$0
Contracts	\$21,748	\$0	\$33,000	\$0
Materials & Supplies	\$94,572	\$0	\$65,269	\$0
Internal Services	\$439,094	\$0	\$509,676	\$0
Total GF/non-GF:	\$3,178,333	\$0	\$3,586,457	\$0
Program Total:	\$3,178,333		\$3,586,457	
Program FTE	27.10	0.00	31.10	0.00
Program Revenues				
Fees, Permits & Charges	\$5,856,884	\$0	\$6,411,374	\$0
Total Revenue:	\$5,856,884	\$0	\$6,411,374	\$0

Explanation of Revenues

Business and Quality - Accounting and Financial Services is funded by \$1,258,518 county general fund, and \$2,310,192 county general fund indirect revenue.

The general fund revenue in this program offer, \$6,411,374 is the amount of department indirect that is charged to federal/state revenue sources.

Significant Program Changes

✔ Significantly Changed

Last year this program was: #40040, Business and Quality - Accounting and Financial Services

Three positions providing internal support for an IT system upgrade and replacement have been added in FY 2014 in cooperation with County IT which is also enhancing the staffing to support the Health Department. This team will take direction from the Health Department IT governance leadership team to identify, plan and execute system upgrades throughout the Department.

A 1.0 FTE temporary project manager is included in FY 2014 organize Health Department activity needed to plan, construct and move into the new Health headquarters. The position will funded through the construction project funds.

General Fund personnel expenditure figure is reduced by \$219,042 to reflect department-wide COLA calculations adjusted after department submission.