

**Lead Agency:** Department of County

**Program Contact:** Patrick Williams

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:** In Target

### Executive Summary

The Administrative Hub Finance Team provides business and financial services to the departments of County Assets (DCA) and County Management (DCM), and to Nondepartmental offices and agencies. Services include processing of accounts payable and receivable, travel and training arrangements, grant accounting, internal services billing, and management reporting.

### Program Description

This program aligns with business services functions in other departments, allowing programs and elected officials to leverage administrative resources. The Finance Team is a part of the Administrative Services Hub, and supports the operational activities of DCA, DCM, and Nondepartmental offices and agencies by providing financial services such as accounts payable, accounts receivable, and procurement card management; additionally, the unit provides general administrative support functions such as travel planning and reconciliations, timekeeping, financial data collection and analysis, and general administrative support to a diverse range of programs. Support also includes collaboration with departmental partners in the review and refinement of financial processes, administrative procedures, policies, and the implementation of best practices.

### 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       | Accounts payable transactions                     | 0                              | 0                                | 13,968                          | 14,000                    |
| Outcome      | Percent of accounts payable invoices paid on time | 86.0%                          | 95.0%                            | 83.0%                           | 90.0%                     |
| Outcome      | % of grant reports submitted on time              | 100.0%                         | 0.0%                             | 100.0%                          | 100.0%                    |

### Performance Measure - Description

✔ Measure Changed

AP Transactions – The volume of vendor invoices processed annually by the finance unit. This is a new measure for FY 2013, and is descriptive of the team's work volume.

AP invoices paid on time is the percentage of invoices paid within 30 days of the invoice date and measures the timeliness of the accounts payable process. The county-wide performance of this measure has historically been about 85%. The Finance unit's ability to leverage administrative resources should allow it to exceed historical county-wide performance.

Grant reports submitted on time reflects performance quality and grant compliance.

## Legal/Contractual Obligation

## Revenue/Expense Detail

|                         | Proposed General Fund | Proposed Other Funds | Proposed General Fund | Proposed Other Funds |
|-------------------------|-----------------------|----------------------|-----------------------|----------------------|
| <b>Program Expenses</b> | 2013                  | 2013                 | 2014                  | 2014                 |
| Personnel               | \$790,685             | \$0                  | \$729,968             | \$0                  |
| Materials & Supplies    | \$16,050              | \$0                  | \$6,700               | \$0                  |
| Internal Services       | \$96,050              | \$0                  | \$80,144              | \$0                  |
| <b>Total GF/non-GF:</b> | <b>\$902,785</b>      | <b>\$0</b>           | <b>\$816,812</b>      | <b>\$0</b>           |
| <b>Program Total:</b>   | <b>\$902,785</b>      |                      | <b>\$816,812</b>      |                      |
| Program FTE             | 9.00                  | 0.00                 | 8.00                  | 0.00                 |
| <b>Program Revenues</b> |                       |                      |                       |                      |
| Fees, Permits & Charges | \$617,796             | \$0                  | \$512,858             | \$0                  |
| <b>Total Revenue:</b>   | <b>\$617,796</b>      | <b>\$0</b>           | <b>\$512,858</b>      | <b>\$0</b>           |

## 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: #78044, Administrative Hub: Finance & Administration