



Program #25002B - Business Services and Operations - Finance Specialist 1 6/30/2016

Department: County Human Services **Program Contact:** Rob Kodiriy
Program Offer Type: Innovative/New Program **Program Offer Stage:** As Adopted
Related Programs: 25026B
Program Characteristics:

Executive Summary

DCHS Business Services and Operations provides administrative, financial and business support for the department. An additional Finance Specialist 1 position is requested to ensure that we comply with administrative procedures, make timely payments and abide by all fiduciary obligations of the Public Guardian Program.

Program Summary

The Accounts Payable Unit of Business Services is responsible for accurate and timely payment of all invoices for the Department. This includes all payments on purchase orders, contract payments and direct payments. The unit is also responsible for administering and monitoring procurement cards, travel and training, mileage and employee reimbursements for all divisions of the department.

A Finance Specialist 1 is needed to meet improvements in the following areas: External/Internal Audit Documentation, Internal (Financial) Controls, and Accounting Principles Application for the department. This position will support the Public Guardian Program by assisting with data entry to each individual client account, setting up new vendors in SAP, updating the auto pay list, filing and archiving for a total of 162 clients. The Public Guardian Trust Funds are resources received and held by the County in a fiduciary capacity (held in trust on behalf of clients). Disbursements are made in accordance with the agreement or applicable legislative enactment for each fund. Over the previous 5 years there has been an increase in clients of 11%. The Public Guardian Program Offer includes an additional position that, if funded, is projected to increase the caseload by an additional 6%. It is estimated that the increase of 6% will continue over the next 3-4 years (24% total increase). If these accounts are not maintained in a timely fashion, client benefits like Supplemental Security Income (SSI), Social Security and Pension can be decreased or even eliminated.

Performance Measures

Measure Type	Primary Measure	FY15 Actual	FY16 Purchased	FY16 Estimate	FY17 Offer
Output	Number of payment transactions processed in the Public Guardian's Data System.	N/A	N/A	N/A	4,000
Outcome		N/A	N/A	N/A	N/A

Performance Measures Descriptions

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$0	\$0	\$77,349	\$0
Total GF/non-GF	\$0	\$0	\$77,349	\$0
Program Total:	\$0		\$77,349	
Program FTE	0.00	0.00	1.00	0.00

Program Revenues				
Total Revenue	\$0	\$0	\$0	\$0

Explanation of Revenues

Significant Program Changes

Last Year this program was: