

**Department:** Health Department

**Program Contact:** Robert Stoll

**Program Offer Type:** Support

**Program Offer Stage:** As Requested

**Related Programs:** 40041 and 40042

**Program Characteristics:** In Target

**Executive Summary**

This program is responsible for providing all financial reporting and forecasting, grant accounting, budget development and monitoring, and accounts payable for the Health Department. They are liaisons for the department with the Department of County Management (e.g. Budget Office, Central Finance) and are responsible for adhering to County budget, financial and administrative procedures, policies and practices.

**Program Summary**

This program 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 forecasting, as well as develops and maintains the Department's budget. Accounts Payable and travel and training services are also provided.

Budget and Finance works closely with county staff in the CFO's office, Budget office, and central finance. Compliance with a multitude of federal, state and county financial policies and procedures is a key responsibility of this division.

**Performance Measures**

Measure Type	Primary Measure	FY15 Actual	FY16 Purchased	FY16 Estimate	FY17 Offer
Output	# of invoices processed	7,798	16,500	10,700	11,000
Outcome	Avg # of days from receipt to recording revenue in County's accounting system.	10 days	8 days	11 days	8 days
Quality	Number of audit findings in County's annual financial audit.	no findings	no findings	no findings	no findings

**Performance Measures Descriptions**

The accounts payable measure, "# of invoices processed," cash management's along with "Avg # of days..." and "Number of audit findings" is a cross section of measures to test performance in many areas. The FY15 invoices processed is low comparatively because it is for Health only prior to the inclusion of Mental Health and Addiction Services.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$2,142,286	\$0	\$2,477,556	\$0
Contractual Services	\$40,500	\$0	\$40,000	\$0
Materials & Supplies	\$26,544	\$0	\$20,013	\$0
Internal Services	\$223,452	\$0	\$0	\$310,742
<b>Total GF/non-GF</b>	<b>\$2,432,782</b>	<b>\$0</b>	<b>\$2,537,569</b>	<b>\$310,742</b>
<b>Program Total:</b>	<b>\$2,432,782</b>		<b>\$2,848,311</b>	
<b>Program FTE</b>	22.40	0.00	25.00	0.00

Program Revenues				
Intergovernmental	\$0	\$0	\$0	\$310,742
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$310,742</b>

Explanation of Revenues

\$ 310,742 Healthshare of Oregon (Medicaid)

Significant Program Changes

Last Year this program was: FY 2016: 40040A-16 Budget & Finance