



**Program #40040 - Financial and Business Management Services** **FY 2025 Department Requested**

**Department:** Health Department **Program Contact:** Derrick Moten  
**Program Offer Type:** Administration **Program Offer Stage:** Department Requested  
**Related Programs:** 40041, 40042  
**Program Characteristics:** In Target

**Executive Summary**

This program offer supports the essential financial and business management services of the Health Department. Services include financial reporting, account balancing, cash management, accounts payable services and budget development. Equity is a core value that informs all decisions, planning and service provision in the division.

**Program Description**

This program provides financial reporting and forecasting, grant accounting, fiscal compliance, budget development, cash management and accounts payable services. Teams collaborate with the County's Budget Office and Central Finance units. Teams follow the County's budget, financial and administrative procedures, policies and practices. By managing complex federal, state, county and funder requirements, these fiscal stewards help ensure the department can achieve its mission.

The Financial and Business Management division is committed to centering equity in policy and practice and in service to the Health Department's value of racial equity and mission to reduce health disparities. The division will continually invest time and resources into identifying and then dismantling internal and external structures that contribute to inequity, including the culture of white supremacy. The division employs a finance strategy to preserve critical services and support infrastructure for improved health outcomes. We strive to build trusting partnerships with community partners we depend on and we genuinely engage with communities and staff to drive positive changes, especially in the areas of business, operational and financial management. We pride ourselves on our ability to recruit, retain and promote a diverse, inclusive and high-performing workforce. The division is working to advance the objectives outlined in the Workforce Equity Strategic plan by committing resources for an equity and inclusion committee and operationalizing its policy recommendations.

**Performance Measures**

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	# of invoices processed	16,371	14,000	16,000	14,000
Outcome	Yearly average % of all cash receipts recorded in the month in which they were received.	98.4%	97%	99%	97%
Quality	Number of audit findings in County's annual financial audit.	No findings	No findings	No findings	No findings

**Performance Measures Descriptions**

'# of invoices processed' measures output for the accounts payable unit. 'Yearly average % of all cash receipts recorded in the month in which they were received' measures the average timeliness of deposits through the fiscal year. This is a new measure implemented in FY23. The division aims to avoid auditing findings for the department by prioritizing compliance and ensuring accurate and accessible documentation.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Department Requested General Fund	Department Requested Other Funds
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Personnel	\$6,350,316	\$0	\$6,641,434	\$0
Contractual Services	\$266,507	\$0	\$62,361	\$0
Materials & Supplies	\$431,881	\$0	\$237,537	\$0
Internal Services	\$2,926,770	\$0	\$3,949,466	\$0
<b>Total GF/non-GF</b>	<b>\$9,975,474</b>	<b>\$0</b>	<b>\$10,890,798</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$9,975,474</b>		<b>\$10,890,798</b>	
<b>Program FTE</b>	37.00	0.00	37.00	0.00

<b>Program Revenues</b>				
Other / Miscellaneous	\$16,302,398	\$0	\$21,760,181	\$0
<b>Total Revenue</b>	<b>\$16,302,398</b>	<b>\$0</b>	<b>\$21,760,181</b>	<b>\$0</b>

Explanation of Revenues

Departmental Indirect - \$21,818,681

Significant Program Changes

**Last Year this program was:** FY 2024: 40040A Financial and Business Management Services

The division's commitment to continuous quality improvement has resulted in the reduction of process bottlenecks, efficient automations, reduced errors, and improved performance on internal and external customer service metrics. FBM has recently experienced key leadership transitions in critical business functions; however, the division has avoided operational disruptions, and expanded services and capacity in key areas including financial reporting, project management and support for community partners during the procurement and contracting process. In FY25 a Division Director II position will be created to lead the division and the former Deputy Director position will be repurposed and moved to the Director's office.