

**Department:** District Attorney**Program Contact:** Michelle Myers**Program Offer Type:** Administration**Program Offer Stage:** Proposed**Related Programs:****Program Characteristics:****Program Description**

The Finance Unit collects financial data, processes transactions through the County's financial system, conducts financial analysis, and reports key financial information to the management team to support strategic operational decision-making. The unit ensures that funds are available for the agency's operating programs and documents their use by providing essential financial services, including budget development, modification, and monitoring; fiscal projections; accounts receivable and payable; contract development and oversight; procurement; grant accounting; travel and training processing; and monitoring County internal service reimbursements. The Finance Unit also produces critical monthly financial reports for management and provides financial data for the County's annual audit.

The Finance Unit implements and administers Oregon budget law, County financial policies, administrative procedures, and internal controls, operating under all relevant authorities to ensure compliance and fiscal accountability.

Each year, the Finance Unit develops the District Attorney's adopted budget, which reflects the agency's priorities and values. Budget decisions include an assessment of equity impacts, considering potential burdens and benefits for the community, particularly for communities of color and low-income populations.

**Performance Measures**

Measure Type	Performance Measure	FY24 Actual	FY25 Budgeted	FY25 Estimate	FY26 Target
Output	Number of accounts payable payments made	1480	1400	1202	1200
Outcome	Percent of payments over 60 days	6.40%	6.00%	5.00%	5.00%

**Performance Measures Descriptions**

## Legal / Contractual Obligation

ORS 8.700 - Register to be kept. The District Attorney must keep a register of official business, in which the district attorney shall make a note of every actions, suit or proceeding commenced or defended by the district attorney in official capacity, and proceedings therein. The register shall, at the expiration of the term of offices of the district attorney, be delivered by the District Attorney to the successor in office. ORS 8.850 - Offices, supplies and stenographic assistance for district attorneys and deputies. Each county shall provide the district attorney and any deputies for such county with such offices space, facilities, supplies and stenographic assistance as is necessary to perform efficiently the duties of such office.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2025	2025	2026	2026
Personnel	\$762,439	\$0	\$796,919	\$0
Contractual Services	\$6,500	\$0	\$0	\$0
Materials & Supplies	\$9,750	\$7,592	\$10,400	\$2,000
Internal Services	\$84,216	\$0	\$10,572	\$0
<b>Total GF/non-GF</b>	<b>\$862,905</b>	<b>\$7,592</b>	<b>\$817,891</b>	<b>\$2,000</b>
<b>Program Total:</b>	<b>\$870,497</b>		<b>\$819,891</b>	
<b>Program FTE</b>	5.00	0.00	5.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$1,000	\$0	\$1,000
Beginning Working Capital	\$0	\$6,592	\$0	\$1,000
Service Charges	\$110,925	\$0	\$65,181	\$0
<b>Total Revenue</b>	<b>\$110,925</b>	<b>\$7,592</b>	<b>\$65,181</b>	<b>\$2,000</b>

## Explanation of Revenues

\$1,000 - Restitution Fines and Forfeitures

\$1,000 - Restitution BWC

\$11,196 - General Fund Indirect Revenue from Gresham Police Investigator IGA

\$29,314 - General Fund Indirect Revenue from TriMet Investigators IGA

\$10,110 - General Fund Indirect Revenue from MAAP Gresham Police IGA

\$14,561 - General Fund Indirect Revenue from Port of Portland IGA

\$65,181 = Total General Funds from Indirect Revenue

## Significant Program Changes

Last Year this program was: FY 2025: 15003 Finance