

**Department:** Community Justice

**Program Contact:** Joyce Resare

**Program Offer Type:** Support

**Program Offer Stage:** As Adopted

**Related Programs:**
**Program Characteristics:**
**Executive Summary**

The Department of Community Justice (DCJ) Business Services provides administrative and business services to the Department through exercising sound, accurate and transparent financial management.

**Program Summary**

DCJ is funded by a variety of federal, state, local and other grant sources. A primary responsibility of Business Services is to integrate these resources to develop a balanced budget that meets Oregon Budget Law, County policies, and the accounting practices established by the County's Chief Financial Officer. Business Services ensures that the Department's budget adequately supports operations and aligns with the programs authorized by the Board of County Commissioners.

DCJ Business Services include budget development; analysis and tracking; administration of the Department's budget and numerous revenue streams; financial policy development and oversight; grants financial oversight; accounts receivable; accounts payable; medical billing; travel and training; and procurement and contract development and administration support.

Business Services also continually monitors departmental spending throughout the budget cycles so that spending occurs within designated spending limits. This area also sees that cash handling and accounting are closely monitored, ensures compliance with grant financial requirements, that contracts meet County Attorney standards and provide legal authority to procure goods and services for the programs. Business Services participates in cross-county teams such as the County Operations Council, Purchasing/Contract Committees and the Finance Users Group.

**Performance Measures**

Measure Type	Primary Measure	FY13 Actual	FY14 Purchased	FY14 Estimate	FY15 Offer
Output	Percent of invoices paid in 30 days or less	72%	80%	75%	75%
Outcome	Percent spending within legal appropriation (total budget)	100%	100%	100%	100%

**Performance Measures Descriptions**

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2014	2014	2015	2015
Personnel	\$1,593,851	\$0	\$1,642,312	\$0
Contractual Services	\$3,789	\$0	\$3,405	\$0
Materials & Supplies	\$73,417	\$0	\$187,565	\$0
Internal Services	\$768,735	\$0	\$840,998	\$0
<b>Total GF/non-GF</b>	<b>\$2,439,792</b>	<b>\$0</b>	<b>\$2,674,280</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$2,439,792</b>		<b>\$2,674,280</b>	
<b>Program FTE</b>	16.70	0.00	17.20	0.00

Program Revenues				
Fees, Permits & Charges	\$5,000	\$0	\$5,000	\$0
Other / Miscellaneous	\$2,101,156	\$0	\$2,153,833	\$0
<b>Total Revenue</b>	<b>\$2,106,156</b>	<b>\$0</b>	<b>\$2,158,833</b>	<b>\$0</b>

Explanation of Revenues

County General Fund which includes Department Indirect Revenue of \$2,153,833 based on indirect rate of 8.29% of total allowable expenditures in the federal/state fund; Fee revenue of \$5,000 deposited into the General Fund. Revenue is unanticipated and not program related. Assuming same budget amount as FY 2014.

Significant Program Changes

Last Year this program was: 50001 DCJ Business Services

This program offer reflects an increase of 0.50 FTE Finance Specialist 1 in FY 2015.