



**Program #40040 - Financial and Business Management Services 7/24/2020**

**Department:** Health Department **Program Contact:** Wendy Lear  
**Program Offer Type:** Support **Program Offer Stage:** As Adopted  
**Related Programs:** 40041, 40042 and 40043  
**Program Characteristics:**

**Executive Summary**

This program offer is being renamed to reflect the financial and business management responsibilities needed to support the essential programs and services of the Health Department. The goal of this program and of the division is to provide expert business and financial management consultation and support to all our divisions, programs, and business partners.

**Program Summary**

This program is responsible for providing all financial reporting and forecasting, grant accounting, budget development, and accounts payable services for the Health Department. This team serves as a 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.

They work 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	FY19 Actual	FY20 Budgeted	FY20 Estimate	FY21 Offer
Output	# of invoices processed	12,000	12,500	14,000	14,000
Outcome	Avg # of days from receipt to recording revenue in County's accounting system.	8 days	8 days	8 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.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Adopted General Fund	Adopted Other Funds
Program Expenses	2020	2020	2021	2021
Personnel	\$5,111,061	\$0	\$5,243,801	\$0
Contractual Services	\$43,491	\$0	\$116,096	\$0
Materials & Supplies	\$159,751	\$86	\$127,799	\$0
Internal Services	\$2,828,057	\$249,914	\$2,686,395	\$0
<b>Total GF/non-GF</b>	<b>\$8,142,360</b>	<b>\$250,000</b>	<b>\$8,174,091</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$8,392,360</b>		<b>\$8,174,091</b>	
<b>Program FTE</b>	36.80	0.00	36.80	0.00

Program Revenues				
Intergovernmental	\$0	\$250,000	\$0	\$0
Other / Miscellaneous	\$10,183,269	\$0	\$10,946,248	\$0
<b>Total Revenue</b>	<b>\$10,183,269</b>	<b>\$250,000</b>	<b>\$10,946,248</b>	<b>\$0</b>

Explanation of Revenues

Significant Program Changes

Last Year this program was: FY 2020: 40040A-20 Budget & Finance

Portions of program 40043 were incorporated into this program.