

**Department:** Health Department

**Program Contact:** Robert Stoll

**Program Offer Type:** Support

**Program Offer Stage:** As Proposed

**Related Programs:** 40041 and 40042

**Program Characteristics:**
**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.

Staff reductions will put some of these activities at risk. Resulting in late filings, slower processing of payments and collections. Late or inaccurate financial reporting will make it difficult for the department to monitor its financial performance.

**Performance Measures**

Measure Type	Primary Measure	FY18 Actual	FY19 Purchased	FY19 Estimate	FY20 Offer
Output	# of invoices processed	14,364	10,000	12,000	12,500
Outcome	Avg # of days from receipt to recording revenue in County's accounting system.	8.5 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

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2019	2019	2020	2020
Personnel	\$3,132,027	\$0	\$2,956,409	\$0
Contractual Services	\$0	\$0	\$4,732	\$0
Materials & Supplies	\$47,411	\$0	\$49,888	\$86
Internal Services	\$258,423	\$0	\$250,953	\$249,914
<b>Total GF/non-GF</b>	<b>\$3,437,861</b>	<b>\$0</b>	<b>\$3,261,982</b>	<b>\$250,000</b>
<b>Program Total:</b>	<b>\$3,437,861</b>		<b>\$3,511,982</b>	
<b>Program FTE</b>	26.80	0.00	22.80	0.00

Program Revenues				
Intergovernmental	\$0	\$0	\$0	\$250,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>

Explanation of Revenues

Behavioral Health Managed Care fund: \$ 250,000

Significant Program Changes

Last Year this program was: FY 2019: 40040-19 Budget & Finance

The new Workday system is changing the way business functions are performed. The Business Operations division is still evaluating and understanding what staffing changes will be required to optimize Workday.