



Program #40040A - Financial and Business Management Services FY 2024 Proposed

Department: Health Department **Program Contact:** Wendy Lear
Program Offer Type: Support **Program Offer Stage:** Proposed
Related Programs: 40041, 40042, 40040B, 40040C, 40040D
Program Characteristics:

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 | Primary Measure | FY22 Actual | FY23 Budgeted | FY23 Estimate | FY24 Offer |
|--------------|--|-------------|---------------|---------------|-------------|
| Output | # of invoices processed | 15,442 | 12,500 | 14,500 | 14,000 |
| Outcome | Yearly average % of all cash receipts recorded in the month in which they were received. | N/A | N/A | 97% | 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 | Proposed General Fund | Proposed Other Funds |
|------------------------|-------------------------|------------------------|--------------------------|-------------------------|
| Program Expenses | 2023 | 2023 | 2024 | 2024 |
| Personnel | \$6,069,203 | \$0 | \$6,719,167 | \$0 |
| Contractual Services | \$308,638 | \$0 | \$266,507 | \$0 |
| Materials & Supplies | \$81,627 | \$0 | \$189,549 | \$0 |
| Internal Services | \$2,889,724 | \$0 | \$2,926,770 | \$0 |
| Total GF/non-GF | \$9,349,192 | \$0 | \$10,101,993 | \$0 |
| Program Total: | \$9,349,192 | | \$10,101,993 | |
| Program FTE | 38.00 | 0.00 | 39.00 | 0.00 |

| Program Revenues | | | | |
|-----------------------|---------------------|------------|---------------------|------------|
| Other / Miscellaneous | \$13,753,490 | \$0 | \$16,060,066 | \$0 |
| Total Revenue | \$13,753,490 | \$0 | \$16,060,066 | \$0 |

Explanation of Revenues

Departmental Indirect - \$16,060,066

Significant Program Changes

Last Year this program was: FY 2023: 40040A Financial and Business Management Services

Financial and Business Management eliminated a 1.00 FTE administrative analyst position. In addition, the division added a 1.0 FTE Budget Analyst to assist with a growing workload in Behavioral Health and a 1.00 Financial Reporting Project Manager to provide expertise and management to the Financial Reporting team.