

**Department:** Community Justice

**Program Contact:** Joyce Resare

**Program Offer Type:** Support

**Program Offer Stage:** As Requested

**Related Programs:**
**Program Characteristics:** In Target

**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, 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 Financial Management Forum, Purchasing/Contract Committees and the Finance Users Group.

**Performance Measures**

Measure Type	Primary Measure	FY17 Actual	FY18 Purchased	FY18 Estimate	FY19 Offer
Output	Percent of invoices paid in 30 days or less	77%	75%	76%	76%
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	2018	2018	2019	2019
Personnel	\$1,970,219	\$0	\$2,218,436	\$0
Contractual Services	\$12,522	\$0	\$12,925	\$0
Materials & Supplies	\$65,688	\$0	\$52,165	\$0
Internal Services	\$971,620	\$0	\$1,034,717	\$0
<b>Total GF/non-GF</b>	<b>\$3,020,049</b>	<b>\$0</b>	<b>\$3,318,243</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$3,020,049</b>		<b>\$3,318,243</b>	
<b>Program FTE</b>	17.80	0.00	17.80	0.00

Program Revenues				
Other / Miscellaneous	\$2,374,631	\$0	\$2,877,057	\$0
<b>Total Revenue</b>	<b>\$2,374,631</b>	<b>\$0</b>	<b>\$2,877,057</b>	<b>\$0</b>

Explanation of Revenues

County General Fund which includes \$2300 internal service subpoena-billing from DA - \$250 max for 12 months and Department Indirect Revenue of \$2,874,757 based on the FY19 indirect rate in the Countywide Cost Allocation plan. Indirect rate is applied to total allowable payroll expenditures in non-General fund revenue streams.

Significant Program Changes

Last Year this program was: FY 2018: 50001 DCJ Business Services