

**Division:** DCJ Director's Office

**Program Characteristics:**

**Program Description**

The Business Services unit provides financial services for the department with fiscal transparency, accountability, and integrity. The program provides financial support and stewardship through applying and improving financial policies and practices in the department, adhering to requirements established by the variety of Federal, State, local, and other DCJ grant sources. Business Services primary responsibility is to integrate these resources and develop a balanced budget which meets the requirements of Oregon Budget Law, County policies, and all accounting practices established by the County's Chief Financial Officer.

Business Services ensures that DCJ's budget supports operations and aligns with the programs authorized by the Board of County Commissioners. This team collaborates with stakeholders and community providers to review and apply administrative procedures and policies to implement best practices and contract compliance.

**Equity Statement**

The Business Services Unit advances equity through a transparent financial model that ensures departmental resources are allocated fairly across all DCJ services, in alignment with County policy and Oregon Law. Fiscally sound management ensures that justice involved individuals have consistent access to high-quality, well-resourced services that improve system-wide outcomes and reduce disparities.

**Revenue/Expense Detail**

	<b>2026 General Fund</b>	<b>2026 Other Funds</b>	<b>2027 General Fund</b>	<b>2027 Other Funds</b>
Personnel	\$2,887,018	\$0	\$2,905,910	\$0
Contractual Services	\$76,962	\$0	\$109,494	\$0
Materials & Supplies	\$82,542	\$0	\$66,960	\$0
Internal Services	\$601,824	\$0	\$627,745	\$0
<b>Total GF/non-GF</b>	<b>\$3,648,346</b>	<b>\$0</b>	<b>\$3,710,109</b>	<b>\$0</b>
<b>Total Expenses:</b>	<b>\$3,648,346</b>		<b>\$3,710,109</b>	
<b>Program FTE</b>	17.00	0.00	16.00	0.00
<b>Program Revenues</b>				
Intergovernmental	\$12,000	\$0	\$0	\$0
Other / Miscellaneous	\$2,543,227	\$0	\$3,754,531	\$0
<b>Total Revenue</b>	<b>\$2,555,227</b>	<b>\$0</b>	<b>\$3,754,531</b>	<b>\$0</b>

**Performance Measures**

<b>Performance Measure</b>	<b>FY25 Actual</b>	<b>FY26 Estimate</b>	<b>FY27 Target</b>
Number of Invoices processed	4,699	4,800	4,934