

**Division:** DCM Director's Office

**Program Characteristics:**

**Program Description**

The DCM Business Services team is responsible for planning, creating, and monitoring the Department's annual budget. Program staff make sure the budget is fair and follows all Oregon state laws and County rules. The team's main jobs include watching how money is spent, keeping accurate financial records, managing staff roles (position control), and handling any necessary budget changes. The program also oversees daily financial tasks for the department, such as:

- Accounts receivable/payable (handling money received and paid out)
- Grant accounting (managing money for special projects)
- Processing travel payments and employee refunds
- Managing credit cards used for Department purchases
- Buying all necessary goods and services
- Handling Intergovernmental Agreements (creating and managing contracts and agreements with other governments)

The program also provides expert advice on contracts, work with suppliers, and makes certain all financial and purchasing processes follow the law. Staff ensure all rules and laws are followed and work is done in the best way possible.

**Equity Statement**

As the stewards of DCM's financial health, Business Services maintains compliance and applies the County's core values of equity and inclusion. This program addresses inconsistent internal and external practices that could interrupt community services or cause the County to break rules. We resolve these barriers by collaborating to fix errors, promoting best practices, and staying current on new information to ensure continued services, fair distribution of resources, and financial stability.

**Revenue/Expense Detail**

	<b>2026 General Fund</b>	<b>2026 Other Funds</b>	<b>2027 General Fund</b>	<b>2027 Other Funds</b>
Personnel	\$1,672,866	\$0	\$1,559,063	\$0
Contractual Services	\$0	\$0	\$35,000	\$0
Materials & Supplies	\$20,130	\$0	\$17,490	\$0
Internal Services	\$186,181	\$0	\$204,763	\$0
<b>Total GF/non-GF</b>	<b>\$1,879,177</b>	<b>\$0</b>	<b>\$1,816,316</b>	<b>\$0</b>
<b>Total Expenses:</b>	<b>\$1,879,177</b>		<b>\$1,816,316</b>	
<b>Program FTE</b>	9.00	0.00	8.00	0.00
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Performance Measures**

<b>Performance Measure</b>	<b>FY25 Actual</b>	<b>FY26 Estimate</b>	<b>FY27 Target</b>
Total number of DCM Contracts executed and maintained	159	159	165
% of Accounts Payable invoices paid on time within standard 30 days	95%	98%	98%