

Program #78046 - Administrative Hub Finance

Program Contact: Patrick Williams 7/7/2014

Department: County Assets

Program Offer Type: Administration Program Offer Stage: As Adopted

Related Programs:

Program Characteristics:

Executive Summary

The Administrative Hub Finance team is one of the four service teams in the County's first inter-departmental Administrative Services Hub. This team provides accounts receivable, accounts payable, and procurement card management services to the departments of County Management (DCM) and County Assets (DCA), and to non-departmental County agencies and offices.

Program Summary

This program includes the administrative group responsible for accounts receivable, accounts payable, and procurement card management services. The Finance and Administration unit reports to the Budget and Finance Manager, who reports to the DCA Director.

The Administrative Hub was established to create greater efficiency through the consolidation of duplicate business services functions that formerly existed separately in the Facilities and Property Management, FREDS, IT, and the Department of County Management. Support is also provided to the Board of County Commissioners and several Non-Departmental Offices allowing departmental leadership and elected officials to focus their efforts on delivering vital program services.

This group supports the operational activities of DCA and DCM by providing financial services such as accounts receivable. accounts payable, and procurement card management; additionally, the unit provides general administrative support functions such as travel and training arrangements and expense management, employee reimbursements, timekeeping, reception and general administrative support to a diverse array of programs. Support also includes collaboration with departmental partners in the review of Administrative Procedures, policies, internal controls and the implementation of best practices.

Performa	Performance Measures								
Measure Type	Primary Measure	FY13 Actual	FY14 Purchased	FY14 Estimate	FY15 Offer				
Output	Percent of out of town travel and training events reconciled within 30 days of traveler return date.	n/a	0	0	100%				
Outcome	Reduce monthly paper invoice volume by 10%.	1,432	0	1,086	978				

Performance Measures Descriptions

Output - Travel expenses are among the most closely scrutinized expenses so it is important any questions or issues are resolved quickly.

Outcome - The finance Hub continues to encourage divisions to seek more efficient and cost effective purchase methods (marketplace, ghost cards) thereby reducing paper invoice volume.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2014	2014	2015	2015
Personnel	\$729,968	\$0	\$759,319	\$0
Contractual Services	\$0	\$0	\$8,200	\$0
Materials & Supplies	\$6,700	\$0	\$3,900	\$0
Internal Services	\$80,144	\$0	\$96,985	\$0
Total GF/non-GF	\$816,812	\$0	\$868,404	\$0
Program Total:	\$816,812		\$868,404	
Program FTE	8.00	0.00	8.00	0.00

Program Revenues							
Other / Miscellaneous	\$512,858	\$0	\$521,538	\$0			
Total Revenue	\$512,858	\$0	\$521,538	\$0			

Explanation of Revenues

Costs of the Administrative Hub are allocated proportionately among users: the County's internal services and the departments of County Assets and County Management. The General Fund supports charges apportioned to DCM. Internal service charges recover the costs associated with support of the Facilities, Information Technology, Fleet, and Distribution Funds, and reimburse the General Fund for these services.

Significant Program Changes

Last Year this program was: 78038 Administrative Hub Finance

No significant program changes.