

Department: County Assets **Program Contact:** Patrick Williams
Program Offer Type: Administration **Program Offer Stage:** As Proposed
Related Programs:
Program Characteristics:

Executive Summary

The Administrative Hub Finance team is one of the four service teams in the Department of County Assets' Administrative Services Hub. This team provides accounts receivable, accounts payable, grant accounting, travel arranging and reconciliation, procurement card management services, Marketplace accounting, and general accounting support 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, grant accounting, travel arranging and reconciliation, procurement card management services, Marketplace accounting, and general accounting support. The Finance unit 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. In addition to the functions referenced above, support also includes collaboration with departmental partners in the review and modification of Administrative Procedures, policies, internal controls and the implementation of best practices.

In FY 2014, the Finance Hub processed over 563 travel and training requests and processed more than 18,000 accounting and finance related transactions. Higher volumes are projected for FY 2015 based on year to date numbers.

Performance Measures

Measure Type	Primary Measure	FY14 Actual	FY15 Purchased	FY15 Estimate	FY16 Offer
Output	Percent of out of town travel and training events reconciled within 30 days of traveler return date.	N/A	100%	90%	100%
Outcome	Reduce monthly paper invoice volume by 10%.	956 per month	978	737 per month	663

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. (new)

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$759,319	\$0	\$791,800	\$0
Contractual Services	\$8,200	\$0	\$0	\$0
Materials & Supplies	\$3,900	\$0	\$7,475	\$0
Internal Services	\$96,985	\$0	\$122,143	\$0
Total GF/non-GF	\$868,404	\$0	\$921,418	\$0
Program Total:	\$868,404		\$921,418	
Program FTE	8.00	0.00	8.00	0.00

Program Revenues				
Other / Miscellaneous	\$521,538	\$0	\$629,624	\$0
Total Revenue	\$521,538	\$0	\$629,624	\$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: FY 2015: 78046 Administrative Hub Finance

No significant program changes.