

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 (DCA) 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 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, Fleet, Records, Distribution Services, and Strategic Sourcing (FREDS), and Information Technology. 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 2016, the Finance Hub is on pace to reconcile more than 50,000 Marketplace transactions, 16,000 accounting and finance related transactions, and 7,000 P card transactions.

Performance Measures

Measure Type	Primary Measure	FY15 Actual	FY16 Purchased	FY16 Estimate	FY17 Offer
Output	Percent of out of town travel and training events reconciled within 30 days of traveler return date.	73%	N/A	90%	100%
Outcome	Maintain quarterly aged receivable balance below \$50,000	\$26,283	N/A	\$311,446	\$50,000

Performance Measures Descriptions

PM #1 Output - Reconciliation of out of town travel and training completed within 30 days of travel return. Important because travel expenses are among the most closely scrutinized expenses. It is important that any questions or issues are resolved quickly.

PM #2 Outcome - Management of external revenue sources to ensure timely payment of money owed the Department of County Assets.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$791,800	\$0	\$822,089	\$0
Materials & Supplies	\$7,475	\$0	\$8,644	\$0
Internal Services	\$122,143	\$0	\$106,128	\$0
Total GF/non-GF	\$921,418	\$0	\$936,861	\$0
Program Total:	\$921,418		\$936,861	
Program FTE	8.00	0.00	8.00	0.00

Program Revenues				
Other / Miscellaneous	\$629,624	\$0	\$696,605	\$0
Total Revenue	\$629,624	\$0	\$696,605	\$0

Explanation of Revenues

Costs of the Administrative Hub are allocated proportionately among users: the County's internal services and the Department of County Assets. The General Fund supports charges apportioned to the non-departmental agencies. 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 2016: 78049-16 Administrative Hub Finance

No significant program changes.