

Department: County Assets

Program Contact: Patrick Williams

Program Offer Type: Administration

Program Offer Stage: As Requested

Related Programs:

Program Characteristics: In Target

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, Multco 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, and Distribution Services (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 services to the public.

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 2017, the Finance Hub is on pace to reconcile more than 40,000 Marketplace transactions, 16,000 accounting and finance related transactions, and 7,000 P-card transactions.

Performance Measures					
Measure Type	Primary Measure	FY16 Actual	FY17 Purchased	FY17 Estimate	FY18 Offer
Output	Maintain quarterly aged receivable balance below \$50,000	\$238,013	\$50,000	\$99,204	\$50,000
Outcome	Percent of out of town travel and training events reconciled within 45 days of traveler return date.	88%	100%	94%	100%

Performance Measures Descriptions

PM #1 Output - Management of external revenue sources to ensure timely payment of money owed the DCA

PM #2 Outcome - Reconciliation of out of town travel and training completed within 45 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.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2017	2017	2018	2018
Personnel	\$822,089	\$0	\$868,285	\$0
Materials & Supplies	\$8,644	\$0	\$9,066	\$0
Internal Services	\$106,128	\$0	\$144,830	\$0
Total GF/non-GF	\$936,861	\$0	\$1,022,181	\$0
Program Total:	\$936,861		\$1,022,181	
Program FTE	8.00	0.00	8.00	0.00

Program Revenues				
Other / Miscellaneous	\$696,605	\$0	\$713,677	\$0
Total Revenue	\$696,605	\$0	\$713,677	\$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 2017: 78102 Administrative Hub Finance

No significant program changes.