

**Department:** County Assets

**Program Contact:** Mark Lewis

**Program Offer Type:** Support

**Program Offer Stage:** As Requested

**Related Programs:**
**Program Characteristics:** In Target

**Executive Summary**

The Department of County Assets (DCA) Business Services Finance team is one of the three service teams in the DCA Business Services Division. This team provides accounts receivable, accounts payable, capital project accounting, grant accounting, travel arranging and reconciliation, procurement card management services, and general accounting support to the DCA and to Non-Departmental County agencies and offices.

**Program Summary**

This program supports DCA and Non-Departmental offices with administrative services which include capital project accounting and administration, accounts receivable, accounts payable, grant accounting, travel arranging and reconciliation, procurement card management services, and general accounting support. This program reports to the departmental Business Services/Deputy Director.

Support also includes collaboration with departmental partners in the review, modification, and implementation of Administrative Procedures, county policies, and established fiscal processes to help ensure barriers for small, locally owned organizations are removed when conducting business with the county by balancing risk with fairness and equity. We also strive to remove barriers to county employees when travelling on County business, using County issued credit cards, and all other administrative processes and functions.

**Performance Measures**

| Measure Type | Primary Measure   | FY20 Actual | FY21 Budgeted | FY21 Estimate | FY22 Offer |
|--------------|---|-------------|---------------|---------------|------------|
| Output       | Maintain quarterly aged receivable balance below \$100,000. | \$191,677   | \$100,000     | \$53,744      | 100,000    |
| Outcome      | Percent of invoices entered and paid within standard net 30 | 88%         | 88%           | 88%           | 90%        |

**Performance Measures Descriptions**

PM1 - This measure will show we are collecting from agencies in a timely manner and help improve the County's overall cash position.

PM2 - This measure will show we are entering in invoices and paying our vendors in a timely manner.

Revenue/Expense Detail

|                        | Adopted<br>General Fund | Adopted<br>Other Funds | Requested<br>General Fund | Requested<br>Other Funds |
|------------------------|-------------------------|------------------------|---------------------------|--------------------------|
| Program Expenses       | 2021                    | 2021                   | 2022                      | 2022                     |
| Personnel              | \$1,227,492             | \$0                    | \$1,247,059               | \$0                      |
| Materials & Supplies   | \$4,550                 | \$0                    | \$14,297                  | \$0                      |
| Internal Services      | \$119,667               | \$0                    | \$135,896                 | \$0                      |
| <b>Total GF/non-GF</b> | <b>\$1,351,709</b>      | <b>\$0</b>             | <b>\$1,397,252</b>        | <b>\$0</b>               |
| <b>Program Total:</b>  | <b>\$1,351,709</b>      |                        | <b>\$1,397,252</b>        |                          |
| <b>Program FTE</b>     | 9.00                    | 0.00                   | 9.00                      | 0.00                     |

| Program Revenues      |                  |            |                    |            |
|-----------------------|------------------|------------|--------------------|------------|
| Other / Miscellaneous | \$966,265        | \$0        | \$1,174,647        | \$0        |
| <b>Total Revenue</b>  | <b>\$966,265</b> | <b>\$0</b> | <b>\$1,174,647</b> | <b>\$0</b> |

Explanation of Revenues

Costs 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 2021: 78102 Administrative Hub Finance

Due to Covid19 the staff in this program were moved to teleworking instead of reporting to the office. Operational changes include virtual meetings and check ins, communication is primarily through email or google chat, and reporting is emailed and followed up virtually. Covid related expenses are monitored and tracked. There have been and continue to be many staff supporting the Emergency Operations Center and Joint Office of Homeless Services in response to the pandemic.