

Program #60210 - Fiscal Unit 2/20/2019

Department:SheriffProgram Contact:Wanda YantisProgram Offer Type:SupportProgram Offer Stage:As Requested

Related Programs:

Program Characteristics: In Target

# **Executive Summary**

The MCSO Fiscal Unit provides comprehensive financial services to the Multnomah County Sheriff's Office in support of the agency's public safety operations and also has responsibility for the Sheriff's Office procurement function. The Sheriff's Office has over a \$150 million dollar annual budget which is funded from a variety of sources including County general fund; State and Federal grants, intergovernmental agreements; service fees; and through policing service agreements with local jurisdictions.

#### **Program Summary**

The Fiscal Unit gathers financial data, enters and processes transactions through the County financial system, conducts analysis, and reports financial information to the management team so that strategic operational decisions can be made. The Fiscal Unit makes certain that funds are available for running the agency's operating programs and documents their use by providing key financial services including: budget development, modification and monitoring; fiscal projections; accounts receivable and payable; the Inmate Accounting System; contract development and monitoring; grant accounting; travel and training processing; as well as monitoring County internal service reimbursements.

The Fiscal Unit has added the Procurement function for the Sheriff's Office in October of 2018. The procurement staff strives to acquire goods and services utilizing sound fiscal practices to ensure the best value from responsible vendors, which translates into cost savings for the MCSO and the County. Staff work cooperatively with County Central Purchasing throughout the year as needed, ensuring taxpayer dollars are spent consistent with best practices and that appropriate amounts of goods are readily available.

The Fiscal Unit provides crucial monthly financial reports to management and information for the County's annual audit. Oregon budget law, County financial policies, County administrative procedures and internal controls are implemented and administered by the Fiscal Unit. The Fiscal Unit works with the Planning & Research Unit and the Executive Office in providing information to the public.

During Fiscal Year 2019 the County changed from SAP to Workday as the County Enterprise System, which has modified and streamlined many financial processes and procedures.

Performance Measures									
Measure Type	Primary Measure	FY18 Actual	FY19 Purchased	FY19 Estimate	FY20 Offer				
Output	Percent of payments over 60 days	6.5%	8.0%	5.9%	8.0%				
Outcome	Number of accounts payable payments made	3,473	4,000	3,774	4,000				

#### **Performance Measures Descriptions**

County policy is to have payments made within 30 days of invoice, the data is from SAP on actual payment date versus invoice date. The Outcome measure of payments made reflects the volume of checks processed by the unit with the outcome of vendors paid.

## **Legal / Contractual Obligation**

Assist in the contract development and procurement process as well as provide accounting and time information reports on contracts, grants and IGA's for the Sheriff's Office.

ORS Chapter 294 — County and Municipal Financial Administration

ORS 206.020 Keeping records of and disposition of fees.

ORS 294.085 Examining books and papers of county officers.

ORS 297.515 County audits include judicial and law enforcement agencies and officers

#### **Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2019	2019	2020	2020
Personnel	\$1,158,419	\$0	\$1,268,346	\$0
Materials & Supplies	\$14,981	\$0	\$16,355	\$0
Internal Services	\$70,899	\$0	\$88,757	\$0
Total GF/non-GF	\$1,244,299	\$0	\$1,373,458	\$0
Program Total:	\$1,244,299		\$1,373,458	
Program FTE	8.67	0.00	8.67	0.00

Program Revenues						
Total Revenue	\$0	\$0	\$0	\$0		

#### **Explanation of Revenues**

## Significant Program Changes

Last Year this program was: FY 2019: 60210-19 Fiscal Unit

Moved 1.67 FTE from PO 60450 (Warehouse Unit) to this program offer.