

METRICS FINANCIAL ADMINISTRATION



Purpose

Financial Administration manages and administers all aspects of Finance, Budget, Contracts, Compliance and Operations for the Department timely and accurately and in accordance with Dallas County Polices, Local Government Code, Federal, State and Local Laws as applicable.



Key Services

Key services include financial management which involves developing annual budgets for programs, identifying funding sources, allocating resources, tracking and monitoring spending, management of billing and collection activities to optimize revenue generation. In addition, Financial Administration (FA) performs risk assessment and ensures compliance of departmental activities relative to administrative, programmatic, and fiscal guidelines and regulations. FA manages all departmental contracts, including agreements with other agencies, grants, and vendor agreements, overseeing the court approval process for briefs associated with these contracts and agreements. FA provides crucial operational and logistical support for departmental programs to include procurement of goods and services, project management, property control, fleet management, inventory management and other functions to ensure preparedness and mobilization of on-ground response activities. The division also manages the department's temporary staffing contracts to include, receiving requests for temp. staffing, reviewing job descriptions, originating positions, communicating the position request to vendors for sourcing and onboarding. Lastly FA provide data management support to the department to help review, analyze, evaluate, design, develop information technology systems as well help manage the data security and privacy aspects.



Full Time Equivalent Staffing

Permanent Total	72	Permanent (General Fund)	16	Permanent (Grant Fund)	56
Contractual Total	6	Contractual (General Fund)	6	Contractual (Grant Fund)	0



Funding

Budget	\$1,303,686		General Fund	YTD	YTD	Grant/s	YTD	YTD
Type:	<input checked="" type="checkbox"/> General Fund	100%	<input type="checkbox"/> Grant Fund	0%	Budget	Exp	EXP. %	EXP. %
Source:	Local and State		\$1,303,686	\$258,808	20%	N/A	N/A	N/A



Key Metrics

Workload Measures	Prior Year	FY 2026				
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD Total
Required and Analytical Reporting	835	186				186
Client Assistance RFP Transactions Processed	62,111	14,502				14,502
Monitoring and Compliance (IRP) Activities Conducted	5,750	1,620				1,620
New Funding Opportunities Submitted	11	0				0
MOUs, ILAs, or Other Contracts Processed	280	101				101
Number of Hiring Events Held for Temporary Staffing Positions	5	2				2
Number of Department Temporary Positions Filled	170	89				89
Logistical Support Activities Completed	16,378	2,863				2,863
Property Controlled Activities Completed	36,454	6,667				6,667
Number of Medicaid, Medicare & Private Insurance Claims Processed	2,217	113				113
Public Health Incentive Cards Distributed	751	400				400

Financial Outcome	Prior Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD Total
Total Department Expenditures	\$ 184,737,565	\$45,214,533				\$45,214,533
Total Revenue Received	\$ 132,326,909	\$34,888,829				\$34,888,829
Total Fees Collection	\$ 1,592,016	\$362,348				\$362,348

- Required and Analytical Reporting
- Client Assistance RFP Transactions Processed
- Monitoring and Compliance (IRP) Activities Conducted
- New Funding Opportunities Submitted
- MOUs, ILAs, or Other Contracts Processed
- Number of Hiring Events Held for Temporary Staffing Positions
- Number of Department Temporary Positions Filled
- Logistical Support Activities Completed
- Property Controlled Activities Completed
- Number of Medicaid, Medicare & Private Insurance Claims Processed
- Public Health Incentive Cards Distributed



DALLAS COUNTY FY2026 PERFORMANCE INDICATORS



Financial Administration

KEY METRICS	METRIC DESCRIPTORS
Required and Analytical Reporting	The number of mandatory reports generated and complex data analyses performed e.g. financial reports, performance metrics, and regulatory compliance documents.
Client Assistance RFP Transactions Processed	The number of Request for Proposal (RFP) transactions related to client assistance programs that are handled from initiation to completion, i.e., drafting, reviewing, and finalizing proposals for client assistance services.
Monitoring and Compliance (IRP) Activities Conducted	The number of casefiles reviewed through the Internal Review Process (IRP) to ensure adherence to policies, regulations, and standards.
New funding opportunities submitted	Total number of applications for new funding opportunities submitted
MOU, ILA's or other contracts processed	The total number of Grant contracts, Interlocal Agreements, Memorandum of Understandings, Vendor contracts, or Other Contracts/Miscellaneous Items processed and tracked
Number of Hiring Events Held for Temporary Staffing Positions	The count of recruitment events organized specifically for temporary positions.
Number of department temporary positions filled	The total number of temps occupying positions
Logistical Support Activities Completed	The number of tasks completed related to organizing and coordinating operational activities, e.g., scheduling, resource allocation, and transportation arrangements.
Property Controlled Activities Completed	The count of tasks finished related to managing and tracking organizational assets and properties.
Number of Medicaid, Medicare and Private Insurance Claims Processed	The total count of insurance claims handled, from submission to resolution.
Public Health Incentive Cards Distributed	The number of incentive cards distributed, i.e., as part of assistance programs or employee incentives.
Total Department Expenditures	The total sum of money the Department spent for the period.
Total Revenue Received	The total sum of money the Department received for the period.
Total Fees Collection	The total sum of money collected through the services offered by the Department for the period.