Finance

Division of Administration & Professional Licensure
Phone: 515-281-6645
www.idph.state.ia.us/apl/finance.asp

Promoting & Protecting the Health of Iowans

IDPH Iowa Department of Public Health

Who does the bookkeeping in your family? Who pays the bills and makes sure the money is spent wisely? It's an important task and one that requires a great deal of responsibility and attention to detail. Now, imagine keeping the books for a family of 470. The IDPH Bureau of Finance provides all accounting, budgeting, contractual, and purchasing services for the 470 employees of IDPH and the department's 65 program areas. That's a lot of beans to count!

By improving the processes and procedures for service contracts, the Bureau of Finance has been able to manage scarce resources more effectively. By handling all the financial matters for IDPH, program staff members can devote their time to promoting and protecting the health of Iowans.

The Bureau of Finance works hard to ensure the department spends every dollar as effectively and efficiently as possible.

Did you know?

The Bureau of Finance paid 12,748 bills for different contracts to over 1,165 different contractors that provided services to Iowans in their local communities in state fiscal year (SFY) 2013.

Why is the Bureau of Finance important to promoting and protecting the health of Iowans?

- The Bureau of Finance ensures scarce resources are spent effectively so the 65 program areas and 470 employees of IDPH can work to promote and protect the health of Iowans.
- Centralizing administrative support services in the Bureau of Finance is an effective and efficient way to monitor and assure accountability in the use of taxpayer money.

Which Iowa Public Health Goals are we working to achieve?

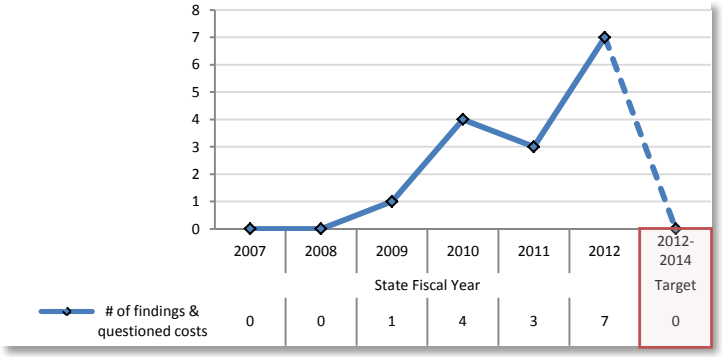
Strengthen the public health infrastructure

What do we do?

- The Bureau of Finance provides all accounting, budgeting, contractual, and purchasing services for IDPH.
- The Bureau works to improve the service contracting process by standardizing and simplifying procedures throughout the department.
- Contractors use an electronic document library system for service contract management including the submission of requests for funding, execution of contractual documents, submission of required reports, and reimbursement requests.

How do we measure our progress?

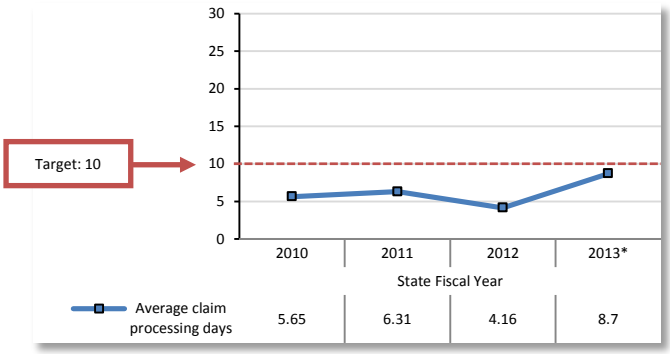
❶ **Audit Reports: Number of findings and questioned costs.**



Data Source: State Audit Report. Data are available annually. SFY 2012 data are not yet available.

How are we doing? The number of audit findings has been consistently low over the past several years.

❷ **Claim processing: Average processing time from receipt of an account payable document to submission to DAS for payment.**



Data Source: Program records. Data are available annually. *2013 data is preliminary.

How are we doing? We have consistently met our goal for claim turnaround time since SFY 2010 helping to ensure timely payment to our numerous vendors/contractors.

What can Iowans do to help?

1. All IDPH service contractors must follow the terms and conditions of financial management, confidentiality, staff qualifications, contract performance, and contract administration. For more information on IDPH terms and conditions, go to "Funding Opportunities" at http://www.idph.state.ia.us/IdphGBP/IdphGBP.aspx.
2. IDPH employees must ensure that the state gets the highest quality service from providers at the most reasonable cost.
3. All Iowans can recommend ways the bureau can improve its services by e-mailing the Finance Bureau Chief at cheryl.christie@idph.iowa.gov.

Expenditures

General fund (2011 only), federal indirect funds, & indirect funds from private grants*: K21-2201; 0153-2202

	State Fiscal Year 2011 Actual	State Fiscal Year 2012 Actual	State Fiscal Year 2013 Estimate
State funds	$25,563	$0	$0
Federal funds	$0	$1,128,536	$715,454
Other funds*	$839,582	$0	$774,546
Total funds	**$865,145**	**$1,128,536**	**$1,490,000**
FTEs	14.97	17.22	17.75

Note: Funding information is intended to provide an overview of funding related to the program area. It does not include all federal and state requirements and/or restrictions for the use of funds. Contact the program area for more detailed budget information.

Iowa Department of Public Health ◆ Division of Administration & Professional Licensure ◆ Finance

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Accounts Payable – Phone: 515-281-8539

Accounts Receivable and Service Contracting – Phone: 515-281-6645

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