



Planning and Evaluation Tracking

College Year: 2009-2010

Division of: Dean of Financial & Administrative Services

Person Responsible: Terry Berg

Department of: Accounting

Person Responsible: Sharon Doggett

Purpose Statement: Responsible for financial records of the College in accordance with the fiscal policies adopted by the Board of Regents and external regulatory agencies

This division had a reorganization 9/1/09. Several areas have been combined to make up the Accounting PET form for 2009-10

Goals 1, 2, 3 & 4 were taken from Accounting & Budget PET form (Goals 1, 2, 3.1 & 5) from 2008-09

Goals 5 & 6 were taken from the KACV-Aux (Goals 1 & 2)

Goals 7, 8 & 9 were taken from Investment Management (Goals 1, 2 & 3)

Goal Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1. Provide Accurate and Timely Information	1. 1 After communicating accounting department timelines for submission of internal & external reports, the Institutional Research Dept employees will complete information requested and return the data to the Accounting Dept. by the established timeline 75% of the time as documented in Accounting Department Log maintained during the fiscal year.	1. 1 2008-2009 66.6% N= 4 of 6 2007-2008 Data maintained on requests made of Institutional Research Dept. showed that 33% of requests were completed by deadline or day after the deadline as established by the Accounting Department	1. 1 2008-2009 ANALYSIS This is a 33% increase over last year. The Statistics files were a day late and counted as received on time. The communication between the Accounting Department & IR seems to be working better. Reminders of deadlines seems to be helping. PLAN OF ACTION/ RECOMMENDATIONS for 2009-2010 Continue to monitor for 2009-

10 and remove this from the 2009-10 PET form.

1.2 After training and/or reading procedures, AC Employees will follow directions and fill out forms (student referrals, and/or fixed asset disposal or transfer forms) accurately and completely 95% of the time as shown by log maintained by Accounting Dept. staff during the fiscal year.

1.2-a 2008-2009
84.3%
N= 402 of 477
of all student referrals received were complete and accurate. However, of those that were not complete or accurate, after communication with originating department, issues were resolved 9

2007-2008
86.3% of student referrals needed no follow-up and were complete. A log was maintained from Sept., '07 to Aug '08.

1.2 2008-2009 ANALYSIS
Down 2% from 2008-09

PLAN OF ACTION/
RECOMMENDATIONS for
2009-2010
Continue to track until we reach 95% goal

1.3 After requesting incident and/or accident reports, the Safety Office of Emergency Management Department will supply the report within 3-5 days for the request 75% of the time as evidenced by a log maintained by AC Business office during the months of Jan & Feb, 2008.

1.3 No records were maintained

1.3 2008-2009 ANALYSIS

Very little activity

PLAN OF ACTION/
RECOMMENDATIONS FOR
2009-2010

Remove from 2010-11 PET form

2. Close books in a timely manner	2.1 Close books on a monthly basis by 6th working day 100% of the time	2. 2008-2009 100 % N= 12 of 12	2. 2008-2009 ANALYSIS Continue to meet the 100% completion rate.
	2.2 Close Year-end books by 1st Friday in November	Goal met, closed Nov 6 th .	
3. Provide accurate financial information in a timely manner	3. Provide accurate and helpful information to AC employees as measured in the Customer Satisfaction Survey-Goal of 4.0	3. 2008-2009 ?% N= ____ of ____ Rating on Jan. 2009 survey was 4.2 111 of 200 surveys were completed	3. 2008-2009 2008-2009 ANALYSIS The results of the survey were consistent with the prior survey. PLAN OF ACTION/ RECOMMENDATIONS for 2009-2010 Next survey will be done in January of 2011
4. Improve inventory procedures.	4. After printing an inventory from the fixed asset system, the fixed asset personnel will complete the bar coding of 75 % of the college departments	4. 2008-2009 27% N= 45 of 162	4. 2008-2009 ANALYSIS Due to many of the changes in the Fixed Asset area, we were only able to accomplish a portion of the bar coding that we intended. PLAN OF ACTION/ RECOMMENDATIONS for 2009-2010 Complete the bar coding of the remaining departments.

5. Receive underwriting contracts from KACV.	5.After sending monthly e-mail reminders, KACV underwriting staff will send a copy of new contracts to the Business Office 100% of the time as determined by trial balance postings matching to current contracts.	5.2008-2009 96.3 % N= 78 of 81	5.2008-2009 ANALYSIS All contract have been received except for a few for Plege drive underwriters where we received the funds before a contract was issued.
			PLAN OF ACTION/ RECOMMENDATIONS for 2009-2010 Prepare monthly list of U/W Contract and include that report with the monthly budget reports.
6. KACV requisitions and appropriate documentation approved in a timely manner.	6.After reviewing correct policies and procedures with the KACV Sr. Staff Assistant and General Manager, all KACV requisition initiators will consistently send appropriate documentation to the Purchasing Office (with a copy to the KACV Accountant) 100% of the time as determined by the requisition log.	6.2008-2009 100 % N= ____ of ____	6.2008-2009 ANALYSIS All back-up information were submitted for all REQ's
			PLAN OF ACTION/ RECOMMENDATIONS for 2009-2010 None
7.To match General Ledger to county tax records by year end.	7.After interviewing the Potter and Randall County tax collection staff, we should be able to determine information needed to book refunds and adjustments monthly. These should be booked 100% of the time as evidenced by the year end reconciliation report for the audit that compares the	7.2008-2009 ?% N= ____ of ____ Accountant meet with Potter and Randall County Tax Collection Staff to gain understanding of what reports are needed. Accountant has started reconciling General Ledger	7.2008-2009 ANALYSIS When the audit workpapers were done for FY09 minimal adjustments were needed less than \$35
			PLAN OF ACTION/ RECOMMENDATIONS for To continue monthly balancing

	General Ledger to the Tax Office report.	to those reports on monthly basis and booking the adjustments on monthly basis. Potter County adjustments for FY08 were minimal while Randall County was not. Monthly balancing in FY09 will help reduce the year end adjustments.	of Potter and Randall tax reports. Record adjustments monthly for FY10 and compare county tax reports to General Ledger
8. Invest Bond Proceeds as bonds are sold.	8. Invest Bond Proceeds funds received as bonds are sold in investments that are extremely low risk and are layered to mature as funds are needed for the various bond construction projects.	2008-2009 100% N= ____ of ____	8. 2008-2009 ANALYSIS The majority of the bond proceeds were invested in a High Yield account that is liquid to meet expenses as needed. Requires communication with Accounts Payable staff to ensure that funds are available to pay construction costs as needed. PLAN OF ACTION/ RECOMMENDATIONS for 2009-2010 Continue to monitor in 2010.