



Planning and Evaluation Tracking

College Year: 2010-2011

Division of: Dean of Finance & Administrative Services

Person Responsible: Terry Berg

Department of: Budget (Associate Dean of Finance)

Person Responsible: Theresa Rider

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

Goal Statement #1:

Clearly Communicate Budget Instructions

Objectives/Outcomes (including assessment tools and standards):

After redesigning and communicating new budget instructions, 80% of budget managers will submit budget requests that do not require Finance Office follow up as measured by the Associate Dean's "Annual Budget Submission" log.

Results:

N = 146

127 out of 146 = **87%**

Use of Results (including improvements and revisions):

Overall, I am very pleased with the results. I felt that 80% was going to be a stretch so I was relieved to see that we were able to exceed that goal. Next, we will prepare and communicate budget instructions in the exact same manner again for the spring of 2011, then evaluate this outcome to very consistent results.