



## Planning and Evaluation Tracking

College Year: 2009-2010

Division of: Finance and Administrative Service

Person Responsible: Terry Berg

Department of: Business Office

Person Responsible: Sara Long

### Purpose Statement:

Goal Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1.All Sponsor accounts are balanced by the end of the fiscal year.	<p>1. Restated for 2008-2009 Propose using Aged Trial Balance once a semester and use ARTI and the No Bill List to balance to invoices and statements as we bill.</p> <p>Restated for 2009-10 Propose using ARTI and the No Bill List to balance invoices to Sponsor Statements as we bill throughout the semester.</p>	1. ARTI and the Sponsor Statements were used to balance invoices and in determining unpaid balances.	1.The Aged Trial Balance could not be used for balancing for all Sponsors because it shows balances past due when they are not.
2.Persons with Amarillo College Travel cards will use their cards following College Policies and procedures. Audit of the card will show 90% compliance.	2.Restated for [2008-2009] After communication with AC Travel card holders, they will have a minimum of errors and travel policy violations. All AC travel cardholders will follow proper policy and procedures. Goal is 90% or better compliance with the updated Travel Card Policy and procedures by the end	2. 2008-2009 19% errors per months audited. N= 50 errors for 252 month statements audited.	2. 2008-2009 ANALYSIS The number of errors has been further reduced over the previous years. Errors for the 2006-2007 period was 60%. This was reduced to 37% for the 2007-2008 period. While we did not obtain 90% compliance, the combination of Travel Form training and Credit Card Usage and Reporting

of FY 2009. Credit Card usage training courses will be offered. The quarterly Travel Card audit will show errors and improvement.

training has reduced the number of Policy violations at AC.

PLAN OF ACTION/  
RECOMMENDATIONS for  
2009-2010

We will continue to offer the 2 types of training sessions each Fall and Spring to keep AC Employees informed about the Policies and Procedures to follow at AC. This goal has been completed.

3. The Colleague E-Check system will be tested to check viability for Employee reimbursements.

3. Thorough testing of E-Checks will result in allowing employees to have their reimbursements made by direct deposit instead of issuing checks and routing them through campus mail or regular mail. Switching to this method should result in fewer problems with lost/missing checks and speed up reimbursements made to AC Employees

3. 2009-2010  
?%  
N= \_\_\_ of \_\_\_\_\_

3. 2009-2010  
ANALYSIS

PLAN OF ACTION/  
RECOMMENDATIONS for  
2009-2010

4.2008-2009 Keep track of payments made for payment plan payments now that statements are no longer being sent by mail to students. Students will only be sent an email.

4.For 2008 Fall, both emails and statements by regular mail were sent to students. For 2009 Spring, only emails will be sent. A standard business office email address was set up to help track responses by students about their payment plans. The payment plan agreement form was changed to address these issues so that students would be aware of the new change.

4.As a result, payment plan payments had no significant change since going to the email statements instead of regular paper statements. The percentage of delinquent payment plans are still at the same rate as in the years past. 2 to 3 % of payment plans are still delinquent.

4.2008-2009ANALYSIS - This goal was intended to observe the percentage of delinquent payment plans to make sure that the number of plans did not over exceed the average percentage of 2-3% seen in past semesters due to E-statements. Our goal was in make sure that E-statements were just as effective and less costly.

PLAN OF ACTION/  
RECOMMENDATIONS for  
2009-2010 is for the goal to  
be observed for another  
year especially with the  
increase in payment plans.

Restated For 2009-2010 -  
For 2009 Fall, both emails  
and statements by regular  
mail were sent to students.  
For 2010 Spring, only  
emails will be sent. A  
standard business office  
email address was set up to  
help track responses by  
students about their  
payment plans. The  
payment plan agreement

form was also changed to address the issue and so that students would be aware of the new change. Objective was to make sure that the same number of payment plan payments are still being made.

5.	5.	5.2008-2009 ?% N= ___ of ___	5.2008-2009 ANALYSIS  PLAN OF ACTION/ RECOMMENDATIONS for 2009-2010
6.	6.	6.2008-2009 ?% N= ___ of ___	6.2008-2009 ANALYSIS  PLAN OF ACTION/ RECOMMENDATIONS for 2009-2010
7.	7.	7.2008-2009 ?% N= ___ of ___	7.2008-2009 ANALYSIS  PLAN OF ACTION/ RECOMMENDATIONS for