



Planning and Evaluation Tracking

College Year: 2010-2011

Division of: Fiscal & Administrative

Person Responsible: Terry Berg

Department of: Grants accounting Office

Person Responsible: Britt Sosebee

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

Goal Statement #1: Continuously improve business process in the Grants Accounting Office.

Objectives/Outcomes (including assessment tools and standards): After securing the help of the grants clearing house office, anyone wanting to submit a grant proposal will furnish grant budgets to the grants accounting office, for all proposals as evidenced by the clearing house log.

Results: Communication with the grant writing area has not improved in this area. Grant Accounting sees no new grant proposals (RFP) before they are submitted to the granting agency.

Use of Results (including improvements and revisions):

Analysis: A decision needs to be made at the Cabinet level as to whether the Grants Accounting Office needs to see grant budgets before submission of grant proposals (RFP) or not.

Plan of Action Discuss with the Associate Dean of Finance and the Dean of Finance and Administrative Services what the status is on this and get them to bring it up in Cabinet.

Goal Statement #2: Continuously improve business process in the Grants Accounting Office.

Objectives/Outcomes (including assessment tools and standards): After following the THECB AFR requirements, all accountants will prepare AFR schedules correctly and accurately 100% of the time and obtain an external audit with no material exceptions.

Results: This goal was accomplished. There were no findings concerning the Grant Accounting Office.

Use of Results (including improvements and revisions):

Analysis: There were no material findings from the Grant Accounting Office this year.

Plan of Action Continue to refine processes and procedures to ensure that there are no findings attributed to the Grant Accounting Office.

Goal Statement #3: Continuously improve business process in the Grants Accounting Office.

Objectives/Outcomes (including assessment tools and standards): Decrease the number of letters with questions/discrepancies from Grantor Agencies concerning the Audit. Reduce the number of letters from granting agencies to one or two a year.

Results: Goal was not met as six letters were received this year.

Use of Results (including improvements and revisions):

Analysis: Grant Accounting needs to do more to ensure that the books balance to what was reported to the Granting Agencies.

Plan of Action Continue to refine processes and procedures to ensure that there are fewer letters from Granting Agencies.