



Planning and Evaluation Tracking

College Year: 2009-2010

Division of: Fiscal & Administrative Services

Person Responsible: Terry Berg

Department of: Grants Accounting Office

Person Responsible: Britt Sosebee

Purpose Statement: _____

Goal Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1. The grants accounting office will be involved in the grant application process, before submission of any grant application.	1. After securing the help of the grants clearinghouse office, anyone wanting to submit a grant proposal will furnish grant budgets to the grants accounting office, for all proposals as evidenced by the clearinghouse log.	<u>[2008-09]</u> 1. Communications with the grant writing area has not improved in this area. Grant Accounting sees no new grant proposals (RFP) before they submitted to the granting agency.	<u>[2008-09]</u> 1. A decision needs to be made at the Cabinet level as to whether the Grant Accounting Office needs to see Grant Budgets before submission of grant proposals (RFP) or not.
2. The grants accounting office will oversee the reporting of time worked by grant paid employees.	2. After receiving Time & Effort Reports, all grant paid employees will submit timely, accurate reports to the grants accounting office 100% of the time as evidenced by the Time & Effort Report log.	<u>[2008-09]</u> 2. Goals were almost totally accomplished. This responsibility is shared with the Grants Compliance Officer which has worked out very well and a 97% (average of 155 of 160 forms were received) compliance was achieved this year.	<u>[2008-09]</u> 1. In conjunction with the Grant Compliance Officer, continue to develop the database of all grant paid employees. Using the database, an automatic notification system will be implemented. This system will notify grant paid employees that they need to do a Time & Effort form and when

it is due.

3. External Audit has no
Material exceptions

3. After following all 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.

[2008-09]

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

[2008-09]

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3. Continue to refine processes
and procedures to ensure that
there are no findings
attributable to the Grant
Accounting Office.

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revised 8/1/05