



Planning and Evaluation Tracking

College Year: 2006-2007

Division of: Dean of Financial & Administrative Services

Person Responsible: Terry Berg

Department of: Accounting & Budget

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 Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1. Receive Accurate and Timely Information	<p>1. 1 After communicating accounting department timelines for submission of data, AC employees will complete information requested and return to Accounting Dept. 100% of the time as documented in Accounting Department Log</p> <p>(Restated for 2006-07) After communicating accounting department timelines for submission of data, AC employees will complete information requested and return to Accounting Dept. 75% of the time as documented in Accounting Department Log maintained during the months of September/October/November 2007</p>	<p>1. 1 Incomplete data Cost Study results 1 of 9 requests of Institutional research was completed by deadline 11%</p>	<p>1. 1 Develop better communication with the Institutional research department so that research results will be received in a timely fashion so accounting department can meet timelines.</p>

1.2 After training and/or reading procedures, AC Employees will follow directions and fill out forms accurately and completely 100% of the time as evidenced by log maintained by Accounting Department Staff

(Restated for 2006-07)
After training and/or reading procedures, AC Employees will follow directions and fill out forms accurately and completely 75% of the time as evidenced by log maintained by Accounting Department Staff during the months of January & February, 2007

1.2-a
Student Help Data incomplete

1.2-b Budget amendments time frame of May-July 13 of 79 budget amendments had to be returned for proper signatures 16% returned

1.2-c Fixed Assets incomplete data

1.2-a. Accounting department will maintain a daily log on student referrals-identify problem areas and work one-on-one to train in proper procedures

1.2.b Continue to monitor budget amendments for problem areas (improper signatures) and do one-on-one training to non-compliant departments

1.2-c Data will be compiled for a 2 month period and used to identify problem areas

Assigned Employee in department will send on groupwise weekly reminders to staff to maintain accurate logs

1.3 Incomplete data

1. 3 After establishing new procedures for getting incident reports turned in to business office insurance Accountant, the Police Dept will supply incident reports within 3-5 days of the

1-3. Establish a new procedure-Accountant will verbally contact the police department to get incident reports as incidents occur

	<p>incident 100% of the time as evidenced by a log maintained by AC Business office</p> <p>(restated for 2006-07)</p> <p>After establishing new procedures for getting incident reports turned in to business office insurance Accountant, the Police Dept will supply incident reports within 3-5 days of the incident 75% of the time as evidenced by a log maintained by AC Business office during the months of Jan-Feb-2007</p>		
2. External Audit has no material exceptions	2. After following all THECB AFR requirements all Accountants will prepare AFR schedules correctly and accurately 100% of the time and obtain and external audit with no material exceptions	2. Fiscal Year 2006 Audit indicated no material exceptions	2. Continue as is
3. Close books in a timely manner	<p>3.1 Close books on a monthly basis by 6th working day 100% of the time</p> <p>3.2 Close Year-end books by Novemeber 10th</p> <p>(restated for 2006-07)</p> <p>Close Year-end books by Novemeber 3rd</p>	<p>3.1 11 out of 12 months were closed on time 92%</p> <p>3.2 Goal accomplished Year end close was completed on November 3rd</p>	<p>3. 1. Continue as is</p> <p>3-2. Adhere to strict year end close in 2007 and work toward completing by Nov 1st</p>

4. Provide accurate financial information in a timely manner	4. 1 Provide accurate and helpful information to AC employess as measured in the Customer Satisfaction Survey-Goal of 4.0	4. 1 Survey prepared bi-annually-next survey Jan. of 2007	4.
	4.2 After providing Colleague Budget Training, Budget Officers and/or their Assistants will indicate a satisfaction score of 4 or above on session evaluation	4-.2 4 separate Colleague training classes offered a total of 41 employees participated Overall satisfaction rating was 4.5	4-2. Continue as is and provide one on one training as necessary

revised 8/1/05