



Planning and Evaluation Tracking

College Year: 2007-2008

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	1. 1 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 (Restated for 2007-08) After communicating accounting department timelines for submission of internal & external reports, the Institutional Research Dept employees will complete information requested and return the data to the Accounting	1. 1 Data maintained on requests made of Institutional Research Dept. 31% of requests were completed by deadline and returned to Accounting Department	1. 1 This is a 20 % increase over the prior year. Develop a method for reminding IR department of approaching deadline.

Dept. by the established timeline 75% of the time as documented in Accounting Department Log maintained during the months of September/October/November 2007

1.2 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

(Restated for 2007-08)
After training and/or reading procedures, AC Employees will follow directions and fill out forms (student referrals, budget amendment requests and/or fixed asset disposal or transfer forms) accurately and completely 95% of the time as evidenced by log maintained by Accounting Department Staff during the months of January & February, 2008 (or longer if deemed appropriate)

1.2-a 88.6% of student referrals needed no follow-up and were complete. A log was maintained from Jan '07 to Aug '07.

1.2-b From log maintained for January & February, 2007 5% of budget amendments received needed to be returned for proper authorizations.

1.2-c From log maintained from January, 2007 to August, 2007, follow-ups to receive clarification of incomplete information was required on 5.2% of disposal and transfer forms.

1.2-a Met goal of 75%. Continue to maintain daily log of all student referrals to verify that procedures are being followed.

1.2-b. Results indicated that 95% of Budget Amendment forms have proper authorizations. This is an 11% improvement over last year. Continue to maintain a log for a minimum of 2 months to verify compliance with procedures.

1.2.c Results indicate 94.8% of disposals and transfer forms are accurate and complete when received by office. Continue to maintain a daily log to verify compliance.

Assigned Employee in

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

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
incident 75% of the time as
evidenced by a log
maintained by AC Business
office during the months of
Jan-Feb-2007

1.3 Incomplete data
log was not maintained

1-3. Accountant will maintain a
log daily to monitor timely
responses.

(restated for 2007-08)
After requesting incident and/or
accident reports, the Police
Department will supply the
report within 3-5 days for
the request 75% of the time
as evidenced by a log
maintained by AC Business
office during the months of
Jan & Feb, 2008.

<p>2. Close books in a timely manner</p>	<p>2.1 Close books on a monthly basis by 6th working day 100% of the time</p> <p>2.2 Close Year-end books by November 3rd</p> <p>(Restated for 2007-08) Close Year-end books by 1st Friday in November</p>	<p>2.1 11 out of 12 months were closed on time 92%. One month was 1 day late due to illness of employee.</p> <p>2.2 Goal met-Close took place on November 2, 2007,</p>	<p>2. 1. Continue to work toward meeting monthly deadlines and work on training of backup for month end close so the backup person can do the close if necessary</p> <p>2-2. Adhere to strict year end close and work toward constantly closing by 1st Friday in November</p>
<p>3. Provide accurate financial information in a timely manner</p>	<p>3. 1 Provide accurate and helpful information to AC employess as measured in the Customer Satisfaction Survey-Goal of 4.0</p> <p>3.2 After providing Colleague Budget Training, Budget Officers and/or their Assistants will indicate a satisfaction score of 4 or above on session evaluation</p>	<p>3. 1 Jan. of 2007 Survey completed 200 surveys were mailed out-113 responded 4.16 Approval rating received on a 1-5 scale</p> <p>3-2 4 Budget training classes were offered in 2006-07 37 AC employees participated in the 4 budget training sessions An overall evaluation rate was 4.65</p>	<p>3.1 Review of comments indicated concern with fixed assets-work on updating fixed asset systems. Continue to offer refresher courses in response to comments on budget training questions</p> <p>3-2. Continue as is – The overall satisfaction rate increased by .15 while the number of attendees was 4 less than prior year. Continue to offer one-on-one training as needed</p>

4. External Audit has no material exceptions

4. 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

4. Fiscal Year 2007 Audit indicated no material exceptions
Including this year, there have been 5 audits with no findings in the general accounting area. Prior to that we had 1 finding in 2002, 3 findings in 2001 and 4 findings in 2000.

4. Continue as is