



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.

2. Close books in a timely manner	2.1 Close books on a monthly basis by 6 th working day 100% of the time	2.1 11 out of 12 months were closed on time 92%. One month was 1 day late due to illness of employee.	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
	2.2 Close Year-end books by November 3rd	2.2 Goal met-Close took place on November 2, 2007,	2-2. Adhere to strict year end close and work toward constantly closing by 1 st Friday in November
	(Restated for 2007-08) Close Year-end books by 1 st Friday in November		
3. Provide accurate financial information in a timely manner	3. 1 Provide accurate and helpful information to AC employees as measured in the Customer Satisfaction Survey-Goal of 4.0	3. 1 Jan. of 2007 Survey completed 200 surveys were mailed out-113 responded 4.16 Approval rating received on a 1-5 scale	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
	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	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	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

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