



Planning and Evaluation Tracking

College Year: 2008-2009

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. Provide Accuate and Timely Information	<p>1. 1 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 Dept. by the established timeline 75% of the time as documented in Accounting Department Log maintained during the months of September/October/November of 2008</p> <p>Restated for 2008-09 After communicating accounting department timelines for submission of internal & external reports, the Institutional Research Dept employees will</p>	1. 1 Data maintained on requests made of Institutional Research Dept. showed that 33% of requests were completed by deadline or day after the deadline as established by the Accounting Department	1. 1 This is a 2% increase over the prior year. 4 of the audit deadlines were considered completed on time even though they were one day late. Reminders were sent either by e-mail on phone calls of impending deadlines. The IR department will be given an initial timeline on the cost study and asked for input before the deadlines are set. We will set up a task in GroupWise for August of next year to go over future deadlines in order to get input from IR Department so 2008-09 deadlines will be met.

complete information requested and return the data to the Accounting Dept. by the established timeline 75% of the time as documented in Accounting Department Log maintained during the fiscal year.

1.2 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)

Restated for 2008-09

After training and/or reading procedures, AC Employees will follow directions and fill out forms (student referrals, and/or fixed asset disposal or transfer forms) accurately and completely 95% of the time as shown by log maintained by Accounting Dept. staff during the fiscal year.

1.2-a 86.3% of student referrals needed no follow-up and were complete. A log was maintained from Sept., '07 to Aug '08.

1.2-b From log maintained for January & February, 2008, 10% of the budget amendments received needed to be returned for proper authorizations.

1.2-c From log maintained from Sept. '07 to Aug. '08, follow-ups to receive clarification of incomplete information was required on 9.3% 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 90% of Budget Amendment forms have proper authorizations. This is an 5% decrease over last year. The budget amendment approval process was revised mid year, which has helped with the approval process.. Remove this item from PET form for 2008-09.

1.2.c Results indicate 90.7% of disposals and transfer forms are accurate and complete when received by office. Continue to maintain a daily log to verify compliance.

1-3. Accountant will maintain a log daily to monitor timely responses if the number of reports of incidence increase.

1. 3 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.

1.3 Log was not maintained due to the infrequency of reports.

Restate for 2008-09
Removed Police Department and add Safety Office of Emergency Management

2. Close books in a timely manner

2.1 Close books on a monthly basis by 6th working day 100% of the time

2.1 100% of months were closed on time.

2. 1. Continue to work toward meeting monthly deadlines and continue working with backup for month end close so the backup person can do the close if necessary

2.2 Close Year-end books by 1st Friday in November

2.2 Goal met-Close took place on November 5, 2008,

2-2. Adhere to strict year end close and work toward consistently closing by 1st Friday in November

3. Provide accurate financial information in a timely manner	<p>3.1 Provide accurate and helpful information to AC employees 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 Survey is done every other year and the next survey will be in January, 2009.</p> <p>3-2 4 Budget training classes were offered in 2007-08 49 AC employees participated in the 4 budget training sessions An overall evaluation rate was 4.59</p>	<p>3.1 A question about Fixed Assets and Student Help will be added to the next survey.</p> <p>3-2. Continue as is – The overall satisfaction rate decreased by .06 while the number of attendees was 12 more than the 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 as documented by Annual Financial Report (AFR).	4. Fiscal Year 2008 Audit indicated no material exceptions Including this year, there have been 6 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
<p>New for 2008-09</p> <p>5. Improve inventory procedures by completing bar-coding of assets</p>	5. After printing an inventory from the fixed asset system, the fixed asset personnel will complete the bar coding of 75% of the college departments as verified by an inventory log.		