



Planning and Evaluation Tracking

College Year: 2008-2009

Division of: Finance and Administrative
service

Person Responsible: Terry Berg

Department of: Business Office

Person Responsible: Sara Long

Purpose Statement: To provide accounting and business services for income and disbursements in a timely manner and to provide timely reporting for Amarillo College and other external Agencies.

Goal Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1. Receiving appropriate paperwork for billing in a timely manner.	[Restated for 2006-2007] After training on appropriate paperwork needed and billing procedures, department assistants not in compliance will turn in completed authorizations before classes begin, 100% of the time as evidence by the query.	(2006-2007) Training was done through questions and answers on an individual basis with 30 department assistants during the period of 09/01/06 thru 08/31/07 which resulted in a better understanding of the billing process.	(2006-2007) As evidence has shown on the query, department assistants are in compliance by turning in correct completed authorizations prior to billing. Goal completed 12/1/08.
2. To completely and thoroughly test any new releases or updates in Income or Accounts Receivable from Datatel before installing in the live account.	[Restated for 2006-2007] Before loading any new releases or updates into the live account, IST staff notifies Income/Accounts receivable staff. Staff will test these releases in test account and keep data for issues or new problems that may arise and effect accounts before installing into the live account. After	[Restated for 2006-2007] 2. About four to five areas in our module which include payment plans, refunds, bookstore procedures, cash receipts and also general ledger postings were looked at and tested during this time frame of Jan 1, 2007 thur March 13, 2007 before going live to Release 18.	[2006-2007] 2. As a result, as of March 19, 2007, 100% of all the areas in our module that were tested were found to have no problems with Release 18. After going live, accounts were double checked to make sure that all areas that were tested in the live accounts were correct. Due to the testing

testing and installing, staff will be aware of the number of problems and issues and how to correct or handle the issues.

done before the live release, the business office felt comfortable with going live with Release 18 and encountered no major problems.

Goal completed 12/1/08.

3. [Restated for 2006-2007]
Educating users on completion of proper travel forms and procedures in accounts payable.

3. [Restated for 2006-2007]
Accounts payable staff will hold training sessions available to all AC employees to increase knowledge of procedures for accurate completion of travel forms for 100% compliance to be monitored by Accounts Payable supervisor.

3. [2006-2007]
20 people attended training sessions in February of 2007. 558 Travel Forms were processed during Fiscal Year 2007. Travel before the training was held had 30 many mistakes on 331 Travel forms, error rate of 9%. After training, we had 10 mistakes on 227 travel forms, error rate of 4.4%

3. [2006-2007]
Holding travel training sessions helps AC employees better prepare required Travel forms. Account's Payable is going to offer a training session once a year to continue minimizing errors in these forms. This completes this goal.

Goal completed 11/2007.

4. All Sponsor accounts are balanced by the end of the fiscal year.

(2007-2008)
Once a month the Aged Trial Balance Report should be run and the Sponsor accounts will be audited and any write-offs should be processed.

Using the Aged Trial Balance Report to Balance was not feasible due to the fact that not all vendors are billed on a monthly basis.

The Aged Trial Balance could not be used for balancing for all Sponsors.

Restated for 2008-2009
Propose using Aged Trial Balance once a semester and use ARTI and the No Bill List to balance to invoices and statements as we bill.

<p>5. Persons with Amarillo College Travel cards will use their cards following College Policies and procedures. Audit of the card will show 90% compliance.</p>	<p>5. . [2007-2008] After communication with AC Travel card holders, they will have a minimum of errors and travel policy violations. All AC travel cardholders will follow proper policy and procedures. Goal is 90% or better compliance with the updated Travel Card Policy and procedures by the end of FY 2008. The quarterly Travel Card audit will show errors and improvement.</p>	<p>5. [2007-2008] The audit of Travel Card purchases shows the following: Policy violations and errors identified during FY 2007 audit of 156 months totaled 94, an error rate per month of 60%. FY 2008 audit of 195 months showed a reduction to 73 errors, an error rate per month of 37%. Comparing the 2 years, we achieved a reduction in errors of 22%, while total months audited increased by 25%. Percentage of errors per month was reduced by 23%.</p>	<p>5. [2007-2008] 90% compliance has not been achieved. We identified some issues regarding travel card purchases and have created a credit card training course to instruct card users of proper usage of card. This course will eventually be offered 2 times a year to help card users follow AC policies. Additionally, a particular group has been identified as consistent policy violators and steps are being taken to ensure they understand and follow the policies and procedures.</p>
	<p>Restated for [2008-2009] After communication with AC Travel card holders, they will have a minimum of errors and travel policy violations. All AC travel cardholders will follow proper policy and procedures. Goal is 90% or better compliance with the updated Travel Card Policy and procedures by the end of FY 2009. Credit Card usage training courses will be offered. The quarterly Travel Card audit will show errors and improvement.</p>		

6. Keep track of payments made for payment plan payments now that statements are no longer being sent by mail to students. Students will only be sent an email.

6. For 2008 Fall, both emails and statements by regular mail were sent to students. For 2009 Spring, only emails will be sent. A standard business office email address was set up to help track responses by students about their payment plans. The payment plan agreement form was changed to address these issues so that students would be aware of the new change.

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