



## Planning and Evaluation Tracking

College Year: 2006-2007

Division of: Finance & Administrative Ser

Person Responsible: Terry Berg

Department of: Dir of Investment Mngt

Person Responsible: Lola Hornstra

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**Purpose Statement:** Provide efficient cash and investment management and reporting of College and A C Foundation monies. Provide professional and efficient mail service.

Goal Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1. Stafford Loan transactions should be reconciled monthly .	1. After a series of meetings between Financial Aid personnel and accountant, identify irreconcilable items 100% of the time as identified by the reconciliation spreadsheet.	1.Meetings between Financial Aid and Business Office personnel resulted in a methodically being established to reconcile the GL to the bank. The process was cumbersome and slow. Only 80% of differences had been identified and resolved at year end.	1.Due to a new query comparing the bank to the GL, the process has been improved and more timely reconciliations and corrections are being made. Unresolved prior year differences will be resolved using the new method.
2. Mail is delivered to authorized personnel.	2. After sending an email of mail retrieval requirements, mail box holders will identify authorized personnel to pick up mail without a mail box key, 100% of the time as documented on the incident log.	2. Email was sent in Spring 2006 and document log was implemented. It was used 100% of time. It was not used in the Fall 2006, but will implement again in Spring 2007.	2. Will send email and keep log each semester due to changes in employees and student helpers.

3. Be able to identify corpus of the endowed A C Foundation accounts.	3. After reconciling master activity spreadsheet to the General Ledger, AC Foundation accountant will move 100% of endowed corpus to a new object code to track activity and report corpus of accounts.	3.100% of endowed corpus has been moved to new object code. 95% have been checked for accuracy of legacy contributions plus Colleague contributions total. New object code will be used in the future.	3.This will ensure that corpus of endowed accounts can be identified for reporting purposes and to show that corpus has not been spent.
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revised 8/1/05