



Planning and Evaluation Tracking

College Year: 2006-2007

Division of: Fiscal & Administrative Services

Person Responsible: Terry Berg

Department of: Grants Accounting Office

Person Responsible: Britt Sosebee

Purpose Statement: _____

Goal Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1. The grants accounting office will be involved in the grant application process, before submission of any grant application.	1. After securing the help of the grants clearinghouse office, anyone wanting to submit a grant proposal will furnish grant budgets to the grants accounting office, for all proposals as evidenced by the clearinghouse log.	<u>[2005-06]</u> 1. Communications with the grants clearinghouse has been improved over the previous years; however, not all proposed budgets came through the Grants Accounting Office.	<u>[2005-06]</u> 1. The Department of Assessment and Development will provide the Grants Accounting Office with a report of all submitted grant proposals, from the grants clearinghouse, on a monthly basis. The Grants Accounting Office will then prepare a comparison of the grants submitted versus the proposed grants budgets submitted to this office.
2. The grants accounting office will oversee the reporting of time worked by grant paid employees.	2. After receiving Time & Effort Reports, all grant paid employees will submit timely, accurate reports to the grants accounting office 100% of the time as evidenced by the Time & Effort Report log.	<u>[2005-06]</u> 2. Goals were partially accomplished. Forms for all monthly paid employees were sent for all months of the fiscal year. Achieved an approximate 75% return ratio (70 of 279).	<u>[2005-06]</u> 2. Improvements to the process: A. For 2006-07, all monthly, bi-weekly and hourly paid grant employees are to be included in the monthly reporting process.

3. External Audit has no
Material exceptions

4.

3. 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.

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[2005-06]

3. Goal accomplished: No
financial findings on the
single audit.

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- B. Adjustments to the salary
distribution will be made
quarterly instead of
annually.
- C. Time and effort forms will
be revised to more clearly
identify what information is
required.
- D. Hold a meeting with all
grant directors to more
clearly identify all time and
effort objectives.
- E. Achieve a higher rate of
return of forms with the
assistance of the Amarillo
College Grants Compliance
Officer.
- 3. Continue as before

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