Planning and Evaluation Tracking

College Year: 2007-2008

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.	**[2006-07]** 1. Communications with the grant writing area has improved very little in this area. Grant Accounting sees very few grant proposals (RFP) before they submitted to the granting agency.	**[2006-07]** 1. Grant Accounting will learn to better utilize the Clearinghouse. 2. A checklist, for use by the Grant Accounting Office, will be developed utilizing the information from the Clearinghouse. This checklist will include dates for when a proposal is reviewed, when a notice of award is received, etc. 3. When a Notice of Award is received in the Grant Accounting Office an account will be added.

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.	**[2006-07]** 2. Goals were almost totally accomplished. Forms for all grant paid employees, for all months of the year, were sent. Achieved a 95% rate of return (138 of 142). Additionally a spreadsheet was developed by Grant Accounting better track the dollar adjustments that are made for each grant paid employee.	**[2006-07]** 2. Improvements to the process: A. In conjunction with Grant Compliance, develop a database of all grant paid employees. Using the database, an automatic notification system will be implemented. This system will notify grant paid employees that they need to do a Time & Effort form and when it is due.
3. External Audit has no Material exceptions	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.	**[2006-07]** 3. This goal was not accomplished. There were two findings that concerned the Grant Accounting Office. Finding 1. Grant report submitted past the due date. Finding 2. Grant report was not reviewed prior to submission.	**[2006-07]** 3. A checklist will be developed that will cover both findings. The checklist will include all Federal, State, Local, & Other (except KACV) grants and contracts. The list will have the following categories: A. Grant/Contract name B. Prepared by C. Reviewed by D. Signed by E. Date mailed. Other categories may be added as needed. This checklist will be maintained in the Grant Accounting Manager's Office. Additionally the reviewer of the grant report will be asked to initial the file copy of the grant report.

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revised 8/1/05