



Planning and Evaluation Tracking

College Year: 2008-2009

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>[2007-08]</u> 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.	<u>[2007-08]</u> 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.

3. External Audit has no Material exceptions

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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.

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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[2007-08]

2. Goals were almost totally accomplished. Forms for all grant paid employees, for all months of the year, were sent. Achieved a 97% rate of return (145 of 150). Working with Grant Compliance the development of a database was started. Additionally, A Grant Compliance Officer was hired and some of the Time & Effort duties have been shifted to that position.

[2007-08]

3. This goal was accomplished. There were no findings concerning the Grant Accounting Office.

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[2007-08]

2. Improvements to the process:

A. In conjunction with the Grant Compliance Officer, continue to develop the 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.

[2007-08]

3. Continue to refine processes and procedures to ensure that there are no findings attributable to the Grant Accounting Office.

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