# Planning and Evaluation Tracking

**College Year:** _2007-2008_
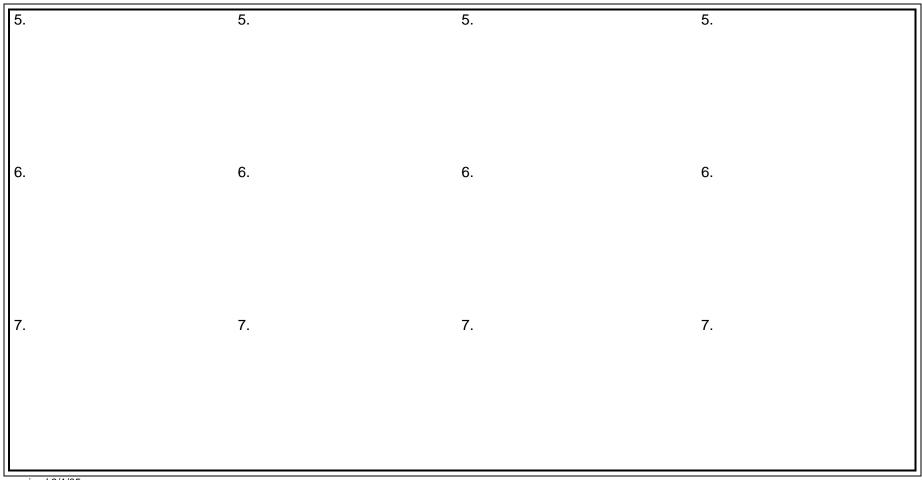
**Division of: Finance & Administrative Ser**     **Person Responsible Terry Berg**

**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.<br>**2006-07**<br>100% reconciled for Stafford loans  per reconciliation spreadsheet | 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.<br>**2006-07**<br>With the use of the new query, Stafford loans will be reconciled on a monthly basis. Corrections are now done in a timely manner. |

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| 2. Mail is delivered to authorized personnel. | 2. After sending an email of mail retreival 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.<br>**2006-07**<br> Email was sent in Spring of 2007 and document log was used 100% of time. | 2. Will send email and keep log each semester due to changes in employees and student helpers.<br><br>**2006-07**<br> Employees have become accustomed to bringing new workers picking up mail to the mailroom. The logs will be monitored at the first of each semester and emails will be sent as deemed necessary**.** |
| 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.<br>**2006-07**<br> 100% of endowed accounts have been checked for accuracy. The new object code has been added to all new endowed accounts. | 3.This will ensure that corpus of endowed accounts can be identified for reporting purposes and to show that corpus has not been spent.<br><br>**2006-07**<br> Can now check individual accounts quickly to make certain corpus has not been used. |
| 4.To match General Ledger to county tax records by year end. | 4. Verify refunds on external reports to determine how to book on the General Ledger | 4.New goal | 4. |

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revised 8/1/05