



## 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. Mail is delivered to authorized personnel.	1. 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.	1. 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. <b>2006-07</b> Email was sent in Spring of 2007 and document log was used 100% of time. <b>2007-08</b> Email was sent in Spring of 2008 and document log used 100% of time.	1. With the use of the log, we can now document that only authorized personnel are picking up the mail for the various departments. <b>Analysis:</b> <b>New employees and student help not known to the mailroom staff picking up mail</b> are documented. Action Plan: This outcome is completed.

<p>2. Be able to identify corpus of the endowed A C Foundation accounts.</p>	<p>2. 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.</p>	<p>2. 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.</p> <p><b>2006-07</b> 100% of endowed accounts have been checked for accuracy. The new object code has been added to all new endowed accounts.</p>	<p>2. Running a ledger using the new object code will now enable the accountant to ensure that corpus of endowed accounts has not been spent.</p> <p>Analysis: 2007-08 <b>The report using the new object code was used at year end to verify corpus of endowed accounts had not been used.</b></p> <p><b>Action Plan:</b> <b>This outcome is completed</b></p>
<p>3. To match General Ledger to county tax records by year end.</p>	<p>3. After interviewing the Potter and Randall County tax collection staff, we should be able to determine information needed to book refunds and adjustments monthly. These should be booked 100% of the time as evidenced by the year end reconciliation report for the audit that compares the General Ledger to the Tax Office report.</p>	<p>3. Accountant meet with Potter and Randall County Tax Collection Staff to gain understanding of what reports are needed. Accountant has started reconciling General Ledger to those reports on monthly basis and booking the adjustments on monthly basis. Potter County adjustments for FY08 were minimal while Randall County was not. Monthly balancing in FY09 will help reduce the year end adjustments.</p>	<p>3. Use of the monthly balancing will reduce the audit adjustments at year end by booking any adjustments on monthly basis and knowing what causes the adjustments and how the county handles them versus how we book them.</p>

4. Invest Bond Proceeds as bonds are sold.

4. Invest Bond Proceeds funds received as bonds are sold in investments that are extremely low risk and are layered to mature as funds are needed for the various bond construction projects.

4.New goal

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