

Fiscal Services Administrative Unit Review

Contact (Person responsible for reporting) Lisa Boyer, Director of Fiscal Services

Participants

- Adrian Syrell, Accountant
- Jan Fisher, Accounting Technician
- Melinda Kruse, Accounting Assistant, Senior
- Jenna Timm, Accounting Technician
- Shelley Huckins, Payroll Supervisor
- Salina Cook, Payroll Technician

Date Review submitted March 6, 2018

Report Submitted to David Dona

1. Mission Fulfillment
Safeguarding public funds through the monitoring and reporting of revenues and expenses, providing customer service by being an informational accounting resource, and ensuring compliance with State and Federal law.
2. Department Purpose
<ul style="list-style-type: none">• Pay vendors in a timely and accurate manner and file appropriate reports.• Pay employees in a timely and accurate manner and file appropriate reports.• Ensure revenues and expenses are accounted for accurately.• Ensure student accounts accurately reflect payments from third party vendors.• Ensure college cash is invested appropriately• Provide accounting and budgeting support and advice to the College community• Provide external reporting• Ensure non-student receivable monies are collected in a timely manner
3. Department Strengths
<ul style="list-style-type: none">• The work of Fiscal Services is supported by Federal and State guidelines, and reaffirmed through College policy and practice.• The work is accurate and timely and the output is used for decision making (budgets, grants, financial reporting).• The department is collegial, providing good customer service.• The college always receives a clean audit opinion because of the thorough work we do.• The staff are cross trained enough to cover major duties.

4. Department Challenges

- Getting our customers to understand and follow policy
- Receiving supporting documentation in a timely fashion so that we can do our job

5. Department Goals → Department Outcomes

Goal 1:
Ensure that college policy and regulatory requirements are followed.
Outcome: All employees and vendors will be paid in a timely manner and correctly.
Measurement: The college will receive an unqualified audit opinion from the external auditors.

Goal 2:
Eliminate Paper records for irregular wages in payroll
Outcome: Within two years all irregular wage and work study records will be kept electronically
Measurement: there will be no paper copies of irregular wage and work study records

Goal 3:
Create better documentation of Fiscal Services payroll processes for cross-training
Outcome: Within two years a fiscal services staff member can step in to cover the responsibilities of the Payroll Technician during a planned or unplanned absence.
Measurement: There will be no gaps in payroll support when there is an absence.

Goal 4:
Improve Fiscal Services website so that internal and external customers know who to contact for questions.
Outcome: Contacts and responsibilities will be listed on the Fiscal Services website.
Measurement: A flow chart will be added to the Fiscal Services website.
Example of an outcome: The percentage of minority students graduating will be proportionately the same as non-minority student graduation rates.

6a. Procedure, Measurement Tool and Timeline

Included above

Plan submitted every **three years**.
It will serve as a reference for resource allocation, activities, and planning during the three year cycle.

**Administrative Department Review
Report**

Due: Spring 2020

6b. Procedure, Measurement Tool and Timeline
What activities did you do to accomplish your Outcome(s)? How did you measure your success toward the 1-3 outcomes and mission fulfillment? What tools did you use? How frequently did you gather relevant data? Provide any data references that you used.
7. Data
What data have you gathered that inform your department's effectiveness?
8. Summary and Analysis: Continuous Improvement (Report-to be completed annually when data are available)
What do these data suggest about your department's effectiveness? Which measurements are strong and affirming? Consider the following points. <ul style="list-style-type: none">• Was your planned activity successful at accomplishing your Outcome(s)?• Have you accomplished your outcomes? Is there a need for a new direction? Which measurements indicate an area that you would like to focus on for improvement? <ul style="list-style-type: none">• Identify the goals and improvements that your department is committing to over the next year to help you accomplish your outcomes.• What support do you need from the college to carry out your planned improvements? Identify your biggest area(s) of need to help accomplish outcomes. Review question #2, including staffing, budget, services, and location.

Report submitted annually.

Data and analysis from three annual **Reports** will inform a new **Plan**.