

Department: BUSINESS OFFICE
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98-99 IE Plan Responses to Performance Standards

Outcome	Performance Indicator	Actual Results and Responses to Performance Standard
1	A	Although the project was started, it was not completed due to missing required information which is needed from the Facilities Director. He has committed to providing this information by November 15, 1999. The project will have to be basically restarted due to the data will have to now be based on FY 99 audit and not FY 98. If the required information is received by November 15th, the projected submittal date is March 1, 2000.
	B	If the report is submitted on March 1, 2000, the government should respond with acceptance or questions by May 1, 2000.
	C	
	D	
2	A	Accomplished. The internal auditor's report confirmed that 98% of the college's payments are done within the due dates.
	B	
	C	
	D	
3	A	Accomplished. The Business Office prepares and issues monthly student and third party account receivables reports for management's purposes.
	B	
	C	
	D	
4	A	Accomplished. The Business Office prepares and issues monthly grant reports for management purposes.
	B	
	C	
	D	
5	A	Accomplished. The Business Office conducted 2 comprehensive "How-To" Sessions, 8 Collaboration Sessions and issued 16 Alert Notices. The training handbooks and the Alert Notices are posted in the Business Office web site.
	B	
	C	
	D	
6	A	Accomplished. The College's disbursements are reconciled to bank statements using FRS automated process.
	B	
	C	
	D	