

# Goal Progress Report - Four Columns

## Long Beach City College

### Admin - Fiscal Services (Goals)

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**Mission:** The mission of Fiscal Services, comprised of Accounting, Accounts Payable, Systems Analysis, Payroll/Benefits, Bursar's Office, Budgeting, and Internal Audit, is to ensure that all resources of LBCCD are managed and accounted for in an effective manner. Utilizing the highest standards, all financial records are presented in a timely, accurate and meaningful format in support of the college's educational master plan for the advancement of Student Success, Community and Workforce Development. Fiscal Services strives to provide excellent professional service to students, faculty, staff and community members.

**Description:** Fiscal Services provides budget and financial services for college departments and students.

**Primary Functions - LAC:** ACCOUNTING: The Accounting & Reporting Office is accountable for providing a comprehensive and auditable financial management system to support the instructional, student services and administrative needs of the college. This includes maintaining the fiscal internal control system, and reviewing purchase requisitions to verify that the appropriate account is used and sufficient resources have been budgeted. Additionally, the Accounting and Reporting staff detect and correct any errors, work directly with program managers, department chairs and administrators to prepare expenditure reports for internal management purposes and to meet external funding agency requirements, and close the books to prepare the district's consolidated financial statements.

ACCOUNTS PAYABLE: Accounts Payable is responsible to paying all the colleges bills for instructional materials, utilities, construction contracts, professional services, equipment and all of the other items that the college purchases. The Accounts Payable staff pays bills through the Los Angeles County Office of Education (LACOE). Departments throughout the college trigger payments to vendors by signing invoices to certify that goods were received or services were provided in acceptable condition and sending those signed invoices to the Accounts Payable Office. A purchase requisition and purchase order are needed before a vendor will send goods or provide services to the college. See the purchasing webpage for more information regarding the purchasing process.

BUDGETING: The Budget Office is accountable for managing the dual adoption budget process for the thirteen self-balancing funds, comprising the college's \$662.8 million total budget. The Budget Officer serves the resource needs of the Budget Advisory Committee by attending their meetings and providing budget analyses as requested. Another critical service provided by the Budget Office is the Quarterly Budget Performance Report, which provides the college community with information about year-to-date budget performance and projections about the college's position at the end of the fiscal year.

BURSAR'S OFFICE: The Student Accounts (Cashiering) Office is responsible for receiving fee payments, maintaining individual accounts, selling parking permits and College Service Card stickers for all students. The staff also provides assistance to students with questions or concerns regarding their student accounts.

INTERNAL AUDIT: The Internal Auditor is responsible for ensuring the accuracy of the billing process for the Bond Management program, serving as a liaison between the District and the external auditors and for the review of internal

procedures to ensure compliance with Federal, State and District guidelines. These responsibilities involve interacting with a variety of departments on campus to ensure that processes and procedures are updated as needed to ensure compliance with the LBCCD policies and state education code.

**PAYROLL/BENEFITS:** The Payroll & Benefits Office is accountable for independently producing an accurate, timely payment of earnings for each of the college's faculty, management, classified staff, and student workers. Payroll assures compliance with federal and state laws and regulations as well as district policies and bargaining unit contracts. An accurate W-2 is the end result. The office also administers a comprehensive health, dental, vision, life insurance, and mental health insurance program for eligible employees and retirees. The Payroll & Benefits Manager is an active member of the college's benefits committee.

**SYSTEMS ANALYSIS:** The Systems Analyst is responsible for direct functional support in the PeopleSoft Financials module. Assists Fiscal Services staff in maintenance of department website and training/education for the college community in fiscal policies/procedures.

**Primary Functions - PCC:** **ACCOUNTING:** The Accounting & Reporting Office is accountable for providing a comprehensive and auditable financial management system to support the instructional, student services and administrative needs of the college. This includes maintaining the fiscal internal control system, and reviewing purchase requisitions to verify that the appropriate account is used and sufficient resources have been budgeted. Additionally, the Accounting and Reporting staff detect and correct any errors, work directly with program managers, department chairs and administrators to prepare expenditure reports for internal management purposes and to meet external funding agency requirements, and close the books to prepare the district's consolidated financial statements.

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**INTERNAL AUDIT:** The Internal Auditor is responsible for ensuring the accuracy of the billing process for the Bond Management program, serving as a liaison between the District and the external auditors and for the review of internal procedures to ensure compliance with Federal, State and District guidelines. These responsibilities involve interacting with a variety of departments on campus to ensure that processes and procedures are updated as needed to ensure compliance with the LBCCD policies and state education code.

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**SYSTEMS ANALYSIS:** The Systems Analyst is responsible for direct functional support in the PeopleSoft Financials module. Assists Fiscal Services staff in maintenance of department website and training/education for the college community in fiscal policies/procedures.

**Internal Conditions (see Help for list):** District staff training attendance, awareness and adherence to business processes and procedures would improve timely document processing.

Providing ongoing training and involving Purchasing in relation to Purchase Orders and Requisitions.

Student awareness of LBCC policies and procedures would improve student success.

Working with Admission & Records and Financial Aid to improve the registration process and addressing problems.

Cohesive Inter-departmental communication and cooperation would improve student success throughout the admissions process.

Maintenance of online payroll check stubs requires attention to privacy issues and the need for secure access to information via individual password and ID.

Limited budget resources continue to be a challenge: professional development/training, computer software and equipment upgrades, staffing limitation, and efficient use of technology to decrease the use of paper and mailing services. Being conscientious of ongoing budget cuts and working within our budget. Limitations to the PeopleSoft system and business practice requirements make position control automation challenging.

Accounts Payable's goal is to be fully staffed.

Staff not always following proper procedures like having an approved purchase order (PO) prior to making purchases, which makes it difficult for Accounts Payable to process payments within the net 30/45 day deadlines.

**External Condition-** Ever-changing federal, state and local regulations and laws. Ongoing communication with auditors, CCCCO, and grant

**Regulatory/Legislative** agencies to make sure we are complying with regulations.

**Changes:**

Ongoing state budget crisis, falling assessed property values and other economic issues make serving students and the community even more challenging. Working more with less resources (we have accomplished this in the past as well).

Vendor's willingness to give Long Beach City College their bank account information so we can process payment by electronic file transfer of payment. Create the fill-in document to make it easier for the vendor's to supply information.

Statement on Auditing Standards (SAS) 99 requires brainstorming sessions to discuss how and where an entity's financial statements may be susceptible to material misstatements due to fraud, so the auditors can share their experiences with the client as to how a fraud may be perpetrated and concealed.

**Describe how your dept. supports student learning:** The Bursars Office continues to increase student awareness of LBCC policies and procedures by improved communication methods, ie. e-mail, website - students Peoplesoft pages, Facebook, callSARS and enhancements to class schedules.

To improve student success throughout the admissions process, Fiscal Services will be involved in meetings and cross training to ensure cohesive Inter-departmental communication and cooperation.

We serve students by providing services to those who directly support students, manage district-wide budgets, disburse payment for classroom supplies, facilitates use and faculty/staff salaries.

**Staff :** Please see Fiscal Services organizational chart attached.

**Names & Titles of Program** John Thompson - Director - Fiscal Services

**Review Participants:** Tracy Bejarano - Senior Administrative Assistant  
Patricia Davis - Deputy Director - Finance & Accounting  
Jane Baker - Systems Analyst III  
Sharon Olsen - Accounting Technician I  
Gloria Wilson - Payroll Technician  
Stacey Robinson - Bursar  
Joan Carr - Manager - Payroll / Benefits  
Michele Mitchell - Senior Accounting Technician  
Conrado Duran - Accounting Technician I  
Sem Chao - Budget Officer  
Cindy Baker - Accounting Supervisor  
Francine Baldwin - Accountant  
Kevin Cross - Accounting Technician I  
Tammy Connors - Accounting Technician I

**2009-2010 Accomplishments:**

- \* Cashiers Office set up 1098T student statement access online reducing postage expenses and the cost of purchasing and printing forms.
- \* A debit/credit machine has been installed in the Cashiers Office allowing students to pay for classes & fees with fewer delays.
- \* Payroll implemented employee self-service for viewing and printing of current and prior check stubs without any issues and without breach of privacy.
- \* Fiscal training

- o March 19, 2010 District-Wide training Understanding Your Budget & General Ledger Reports
- o Ongoing one-on-one department assistance and training from budget analysts and accountants.
- \* Fraud Prevention Training The Internal Audit Manager offered two trainings in 2009-2010 to train staff about fraud indicators and how to prevent fraud. The dates were 11/3/09 at PCC and 2/2/10 at LAC. A total of 94 staff members were trained.
- \* The college remains in compliance and in good standing with local, state and federal funding sources and regulators.
- \* Due to furloughs, Payroll successfully set up an early pay period in December 2009.
- \* Continued upgrades in Peoplesoft for Payroll and Cashier's Office.
- \* Accounts Payable is fully staffed (minus one).
- \* Accounts Payable increased the number of vendors set up on electronic (EFT) payments by 30% as of December 2010.
- \* The 2009-10 District audit has been completed without any major issues.

**2010-2011  
Accomplishments:**

- \* Fiscal training
  - o November 18, 2010 - Department Head Budget Workshop.
  - o August 2, 2011 - Student Support Services Presentation.
  - o March 30, 2012 - Faculty Training is scheduled for faculty.
  - o Ongoing one-on-one department assistance and training from budget analysts and accountants.
- \* Fraud Prevention Training The Internal Audit Manager continued to offer trainings in Fiscal Year 2010-2011. One training was held on 9/21/10 at LAC and the second training was held on 11/9/10 at PCC. A total of 91 staff were trained. The Internal Audit Manager also offered Fraud Prevention trainings tailored to CalWORKS on 11/23/10 and to Financial Aid on 12/1/10. Additional staff were trained, but no count was provided.
- \* Fiscal forms are now all online and in writeable format.
  - o Fiscal policies and procedures are online.
  - o Periodic fiscal reminders are published to staff through ?In the Loop.?

- \* The college remains in compliance and in good standing with local, state and federal funding sources and regulators.
- \* The fiscal business analyst has led the testing of the PeopleSoft Financials 9.1 upgrade, which will be in production on November 11, 2011.
- \* Cashiers Office
  - o worked to reduce number of students dropped for non-payment
  - o expanded email notification system to more effectively communicate with students.
  - o worked to improve communications between departments (Admissions & Records, Financial Aid & Student Services)
- \* Accounts Payable continues to increased the number of vendors set up on electronic payments (EFT) by offering that option to vendors. As of 10/14/11, 66 vendors were set up for EFT payments, which is a 24.5% net increase per the report maintained by AP staff.
- \* More staff continues to be trained on an individual and group basis and through fiscal training sessions.
- \* Master Calendar for Reports - We have prepared a master spreadsheet listing all of our report due dates throughout the fiscal year to facilitate timely reporting.
- \* Payroll successfully notified and paid staff with a single check in December 2010 instead of two. Due to furloughs, the college was closed the last two weeks of December.
- \* Cashiers and payroll offices successfully tested and implemented the PeopleSoft 9.0 upgrade in December 2010.
- \* The annual 2009-2010 financial and bond audits were completed with no findings.
- \* Accounts Payable has prepared a report to monitor how well we are doing at meeting our net 30/45 day terms for payments. This will help us to evaluate the effectiveness of our communications between departments.
- \* Accounts Payable has created standard email to departments to help get invoices signed/approved more timely, which helps get them paid more timely. They have created emails for different common scenarios depending on which documents are missing. This helps re-educate departments of their roles in the payment/approval process.

\* Accounts Payable and the Systems Analyst have worked to improve the PeopleSoft query report that summarizes the payments that have an invoice date earlier than the purchase order (PO) date. Accounts Payable reviews results, analyzes trends and follows up with departments to try to help modify processes to comply with our guidelines.

Goals	Request & Justification / Resources Needed	Goal Progress	Strategies Implemented & Follow-Up
<p>Admin - Fiscal Services (Goals) - 1.            Compliance - 1. Fiscal Services will ensure compliance with federal, state and local rules and regulations by working with departments to make sure periodic reports are submitted in a timely manner and by helping to ensure that transactions, documentation and activities comply with applicable guidelines.</p> <p><b>Year(s):</b>            2009 - 2010            2010 - 2011            2011 - 2012</p> <p><b>Start Date:</b>            08/01/2009</p> <p><b>End Date:</b>            05/31/2012</p> <p><b>Goal Status:</b>            In Progress</p> <p><b>Goal Priority:</b>            High</p> <p><b>Rationale:</b>            Maintain compliance to keep the college in good standing with local, state and federal funding sources and regulators.</p> <p><b>Strategies:</b>            Work with other departments and regulating bodies to maintain compliance in reporting and other requirements.</p> <p><b>Responsible Parties:</b>            All fiscal services</p> <p><b>Campus supported by this goal:</b>            Both</p> <p><b>If specific to a functional unit, indicate</b></p>	<p><b>Resources Needed Name:</b>            5 desktop scanners</p> <p><b>Resources Needed Description:</b>            Desktop scanner system to include 5 scanners for Payroll department. Scanners cost approximately \$1,200 each.</p> <p><b>Inter-Level/ VP Level Group Decision:</b>            NEW</p> <p><b>Fiscal Year:</b>            2011 - 2012</p> <p><b>Duration:</b>            One-time</p> <p><b>Estimated Cost:</b>            6000.0000</p> <p><b>Type of Resource Requested:</b>            Equipment</p> <p><b>Justification for Resource Request:</b>            Payroll is scanning documents to reduce cost of paper filing and to improve access to important documents for reporting, regulatory, audit and employee needs. Desktop scanners are needed at each payroll technician's desk to keep up with the continual flow of payroll documents.</p> <p><b>Department Code:</b>            672000 Fiscal Services</p> <p><b>Requested Funding Source:</b>            General Fund</p> <hr/> <p><b>Resources Needed Name:</b>            Windows 7 and Microsoft Office 2010 upgrade</p> <p><b>Resources Needed Description:</b>            Windows 7 upgrade and Microsoft Office 2010 upgrade for all Fiscal Services staff.</p>		

Goals	Request & Justification / Resources Needed	Goal Progress	Strategies Implemented & Follow-Up
<p><b>here:</b> All fiscal services</p> <p><b>Level of Support Needed:</b> School or VP</p>	<p><b>Inter-Level/ VP Level Group Decision:</b> NEW</p> <p><b>Fiscal Year:</b> 2011 - 2012</p> <p><b>Duration:</b> One-time</p> <p><b>Estimated Cost:</b> 1.0000</p> <p><b>Type of Resource Requested:</b> Software</p> <p><b>Justification for Resource Request:</b> Fiscal staff need to have updated software to be able to perform their tasks as efficiently as possible and to be able to read documents received from others.</p> <p><b>Department Code:</b> 672000 Fiscal Services</p> <p><b>Requested Funding Source:</b> General Fund</p>		
		<p>10/14/2011 - With the help of the entire Fiscal Servicess staff the audit for 2009-10 fiscal year has been completed and approved by the District's Board of Trustees on 12/14/10. There were no audit findings. Once again the District received a clean (unqualified) audit opinion.</p> <p>The entire fiscal services and internal audit staff have worked through out the year to help ensure that the district remains in compliance with all audit, grant and other regulatory guidelines. Results of our annual financial and bond audits will be available in December.</p> <p>The 2009-10 Bond Performance Audit has been completed and received a clean (unqualified) opinion and no audit findings.</p> <p>The 2009-10 CCFS-311 Annual Financial and Budget Report (including the 2010-11</p>	

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		<p>Appropriations Limit of the LBCCD) was approved by the Board of Trustees and authorized for transmittal to the Chancellor's Office, California Community College.</p> <p>The 2009-10 District audit, the 2009-10 Bond Performance audit, the 2009-10 CCFS-311 Annual Financial &amp; Budget Report, and 311 Quarterly reports continue to be posted in the Fiscal Services website.</p> <p><b>N/A:</b> N/A</p> <p><b>Next Step:</b> Continue Working on Goal</p> <p><b>Data to Support Goal Progress:</b> LBCCD website</p>	
<p>Admin - Fiscal Services (Goals) - 2. Fraud Prevention - 2. Internal Audit will improve and enhance awareness of fraud prevention and ethics policy. A minimum of two mandatory fraud prevention training sessions for managers along with other fraud-related training throughout the Human Resources staff development program will be offered in fiscal year 2011-2012.</p> <p><b>Year(s):</b> 2009 - 2010 2010 - 2011 2011 - 2012</p> <p><b>Start Date:</b> 08/01/2009</p> <p><b>End Date:</b> 05/31/2012</p> <p><b>Goal Status:</b> In Progress</p> <p><b>Goal Priority:</b> High</p>		<p>10/14/2011 - Fraud Prevention workshops have been established for all District staff. It is now a mandatory requirement that managers attend this workshop on an annual basis.</p> <p>Fraud prevention training ?The Internal Audit Manager offered two Fraud Prevention Trainings in Fiscal Year 09-10 to train staff about fraud indicators and how to prevent fraud. The training dates for these trainings were 11/3/09 at PCC and 2/2/10 at LAC. A total of 94 staff members were trained. The Internal Audit Manager also offered two Fraud Prevention trainings in Fiscal Year 10-11. The first training was held on 9/21/10 at LAC and the second training was held on 11/9/10 at PCC. A total of 91 staff members were trained. The Internal Audit Manager also offered Fraud Prevention trainings tailored for CalWORKS on 11/23/10 and for Financial Aid on 12/1/10. Additional staff were trained, but no count was</p>	

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<p><b>Rationale:</b> By creating a code of ethics, District management is seeking to create a culture of integrity and is setting the expectation that all employees will act with integrity and with the public's best interest in mind. By offering a mandatory training, the District is providing staff with the information needed to prevent fraud.</p> <p><b>Strategies:</b> A college-wide code of ethics has been created and a system has been implemented to support an ethical work environment.</p> <p><b>Responsible Parties:</b> Bob Rapoza, Internal Audit Manager</p> <p><b>Campus supported by this goal:</b> Both</p> <p><b>Level of Support Needed:</b> School or VP</p>		<p>provided. <b>N/A:</b> N/A <b>Next Step:</b> Continue Working on Goal</p>	
<p>Admin - Fiscal Services (Goals) - 3. Communication - 3. The Bursar's Office will help improve student success enhancing communication with students and student service areas. The Bursar's Office will improve/unite communication between student service areas.</p> <p><b>Year(s):</b> 2009 - 2010 2010 - 2011 2011 - 2012</p> <p><b>Start Date:</b> 08/01/2009</p> <p><b>End Date:</b> 05/31/2012</p> <p><b>Goal Status:</b> In Progress</p> <p><b>Goal Priority:</b></p>	<p><b>Resources Needed Name:</b> Adobe Acrobat Professional for Bursar</p> <p><b>Resources Needed Description:</b> Purchase licensing for Adobe Acrobat Professional for Bursar</p> <p><b>Inter-Level/ VP Level Group Decision:</b> NEW</p> <p><b>Fiscal Year:</b> 2011 - 2012</p> <p><b>Duration:</b> On-going</p> <p><b>Estimated Cost:</b> 120.0000</p> <p><b>Type of Resource Requested:</b> Software</p> <p><b>Justification for Resource Request:</b> The Bursar needs Adobe Acrobat Professional to be able to edit forms, save</p>		

Goals	Request & Justification / Resources Needed	Goal Progress	Strategies Implemented & Follow-Up
<p>High</p> <p><b>Rationale:</b> Will allow students to complete their enrollment and registration process quickly and with minimal errors. An ongoing improvement process will assist students to complete their AA degree program course allowing them to transfer to a state college encouraging more students to choose Long Beach City College as their starting point.</p> <p><b>Strategies:</b> The Bursar's Office will expand email communication with students.</p> <p><b>Responsible Parties:</b> Bursar, Cashiers</p> <p><b>Campus supported by this goal:</b> Both</p> <p><b>Other Area impacted by this goal:</b> IITS (Instr &amp; Info Tech Svcs)</p> <p><b>Other Area(s) impacted by this goal:</b> Financial Aid, Student Support, Admission and Records</p> <p><b>Level of Support Needed:</b> School or VP</p>	<p>IRS forms and other functions that are not available in Adobe Reader.</p> <p><b>Department Code:</b> 672000 Fiscal Services</p> <p><b>Requested Funding Source:</b> General Fund</p>	<p>10/14/2011 - Credit card system has been implemented to process debit transactions and electronic checks (saving the District insufficient fund fees on bounced checks). Students can now access and print their 1098T statements for 2010 (saving the department the cost of purchasing the forms and saving the District the cost of postage).</p> <p>Bursar has provided a new and more personal service whereas information is sent out to students through her own email address allowing students to respond to her with questions and/or concerns. Her continued goal is to have a respond time within 24 hours.</p> <p>Cashier's Office has set up an email system working with the Communications &amp; Public Relations Department to keep students informed of deadlines via mass emails.</p> <p>Bursar worked diligently in changing the PeopleSoft student logon website to default to the Student Center page for easier and immediate access by students. Constant monitoring the website keeping it up-to-date, correct, more informative, and user friendly.</p> <p>The Bursar requested that the Parking Permit button be moved to the front of the enrollment webpage so tht students can see and request a parking permit easily.</p> <p>Bursar and student support staff continue to work</p>	

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		<p>closely with the Admissions/ Records (A&amp;R) department and the Financial Aid office to improve and expedite student enrollment process. Cross training between A&amp;R and Financial Aid departments and the Cashier's Office creating a joint effort to be able to view &amp; provide students' enrollment/payment/financial aid status without having to "bounce" students around.</p> <p>Providing availability of Cashier's office hours to be in sync with A&amp;R hours.</p> <p>The Cashier's Office continues to work to improve communications with students. Mass emails to students to notify them of important deadlines and other information continue.</p> <p>The cashier's office continues to work to improve communications between admissions and records and financial aid offices to improve service to students.</p> <p>The cashier's office has worked with IITS and other departments on the 16-week calendar implementation to help ensure that project is tested properly to help reduce problems when the new calendar and related systems go live.</p> <p><b>N/A:</b> N/A</p> <p><b>Next Step:</b> Continue Working on Goal</p>	

Admin - Fiscal Services (Goals) - 4. Vendor Payment Processing - 4. Accounts Payable will continue to improve communication and relationships with vendors and other departments to improve processing time for vendor payments. Through training and other reminders, we will help ensure proper timing and document flow (requisition, PO,

**Resources Needed Name:**  
Hire a Cashier - 100% to fill vacated position

**Inter-Level/ VP Level Group Decision:**  
NEW

**Fiscal Year:**  
2011 - 2012

**Duration:**

Goals	Request & Justification / Resources Needed	Goal Progress	Strategies Implemented & Follow-Up
<p>invoice &amp; payment) through the purchasing/payment process.</p> <p><b>Year(s):</b> 2009 - 2010 2010 - 2011 2011 - 2012</p> <p><b>Start Date:</b> 08/01/2009</p> <p><b>End Date:</b> 05/31/2012</p> <p><b>Goal Status:</b> In Progress</p> <p><b>Goal Priority:</b> Medium</p> <p><b>Rationale:</b> By ensuring staff is aware of the paperwork needed to process payments, payments will be timely, and LBCC will meet our net 30/45 days.</p> <p>Vendors will receive payment directly to their bank accounts eliminating mailing/receiving of check, rather than having to go to their bank to deposit check and wait for check to clear.</p> <p><b>Strategies:</b> To keep district staff abreast of the rules and regulations required to process a payment of services or goods received, Fiscal Services will continue to provide updates to policies and procdures and documentation requirements by posting procedure outlines and documents in the Fiscal website, along with the Purchasing Manual, and by communicating information and reminders via global email or publications in "The Loop".</p> <p>Accounts Payable staff will continue to communicatie with vendors on the</p>	<p>On-going</p> <p><b>Estimated Cost:</b> 57000.0000</p> <p><b>Type of Resource Requested:</b> Personnel - Classified/ Manager</p> <p><b>Justification for Resource Request:</b> A 100% cashier is needed to ensure full service for students, to allow for staff time off, to ensure cashiers always have back up help and to ensure segregation of cashiering duties.</p> <p><b>Department Code:</b> 672000 Fiscal Services</p> <p><b>Requested Funding Source:</b> General Fund</p>	<p>10/14/2011 - Up and running as of Fall 2009. there has been an increase by 30% of vendors using the direct deposit process as of July 2010. Accounts Payable staff continues to encourage vendors to use direct deposit system and to assure them of the security aNd privAcY of the direct deposit options.</p> <p>Accounts Payable continues to promote and add new EFT vendors. As of 10/14/11, there are 66 EFT vendors, which is a net 24.5% increase from last year.</p> <p><b>N/A:</b> N/A</p> <p><b>Next Step:</b> Continue Working on Goal</p> <p><b>Data to Support Goal Progress:</b> Spreadsheet calculation maintained by the Accounts Payble Superviosr.</p>	<p>10/14/2011 - Accounts Payable 9AP) communicates the EFT payment option to vendors to help increase use. They have the Bond Management Team (BMT), Economic Resource Department (ERD) and Contracts department send out the instructions and forms to all new vendors. Andrea in AP maintains a list of vendors already set up on EFT and she sends out the instructions and forms with checks to vendors that we use often.</p> <p>We continue to help increase staff awareness of AP documentation that supports the payment process and information required to optomize expedient payments. A. AP staff are sending invoices by email and informing the departments to print the invoice out, have it signed, write the PO# or</p>

Goals	Request & Justification / Resources Needed	Goal Progress	Strategies Implemented & Follow-Up
<p>advantages of having payment processed through the electronic file transfer method so funds are received directly into a vendor's bank account and ensure them of the stability of the direct deposit process.</p> <p><b>Responsible Parties:</b> Accounts Payable and all LBCC department staff handling purchases or processing paperwork for goods and/or services rendered.</p> <p><b>Campus supported by this goal:</b> Both</p> <p><b>If specific to a functional unit, indicate here:</b> Procedures and timeliness of payment is relevant to all staff, departments, and vendors.</p> <p><b>Other Area(s) impacted by this goal:</b> Purchasing and Contracts</p> <p><b>Level of Support Needed:</b> School or VP</p>			<p>requisition # on the invoices, letting staff know when a PO needs to be increased.</p> <p>B. Informational emails are sent to all LBCC staff or requisitioners about audit codes and the signatures needed on invoices so that a payment can be processed.</p> <p>C. Informational emails are sent to all LBCC staff or requisitioners about deadlines, who processes which vendors, etc. so payment can be processed.</p>
<p>Admin - Fiscal Services (Goals) - 5. User Education &amp; Training - 5. Fiscal services will improve awareness of LBCCD fiscal policies and procedures. We will provide ongoing training, one-on-one assistance, user-friendly online forms and procedure guides to help departments to better serve students through quicker navigation through fiscal processes.</p> <p><b>Year(s):</b> 2009 - 2010 2010 - 2011 2011 - 2012</p> <p><b>Start Date:</b> 08/01/2009</p> <p><b>End Date:</b> 05/31/2012</p> <p><b>Goal Status:</b></p>		<p>10/14/2011 - Fiscal Services policies and procedures have been update, approved by the Superintendent-President Office and posted on the District website. Departmental forms continue to be formatted so that they can be completed and processed electronically eliminating human errors in budget calculations. The forms are posted in the Fiscal Services website and continue to be updated each fiscal year or for when any District changes occur.</p> <p>Fiscal training completed includes: o March 19, 2010 ? District-Wide training, ?Understanding Your Budget &amp; General Ledger Reports.? o November 18, 2010 ? Department Head Budget Workshop.</p>	

Goals	Request & Justification / Resources Needed	Goal Progress	Strategies Implemented & Follow-Up
<p>In Progress</p> <p><b>Goal Priority:</b> Medium</p> <p><b>Rationale:</b> To ensure that we are complying with District and State regulations.</p> <p><b>Strategies:</b> Fiscal Services will document accounting policies &amp; procedures, develop ongoing training courses and make forms more user-friendly. Fiscal Services staff will assist users with access to forms.</p> <p><b>Responsible Parties:</b> System Analyst/Accounting and Reporting area.</p>		<ul style="list-style-type: none"> <li>o August 2, 2011 ? Student Support Services Presentation.</li> <li>o March 30, 2012 - Faculty Training is scheduled for faculty.</li> <li>o Ongoing ? One on One Department Assistance from budget analysts and accountants.</li> </ul> <p><b>N/A:</b> N/A</p> <p><b>Next Step:</b> Continue Working on Goal</p> <p><b>Data to Support Goal Progress:</b> Long Beach City College district and Fiscal Services websites.</p>	
<p><b>Campus supported by this goal:</b> Both</p> <p><b>Other Area impacted by this goal:</b> IITS (Instr &amp; Info Tech Svcs)</p> <p><b>Level of Support Needed:</b> School or VP</p>			
<p>Admin - Fiscal Services (Goals) - 6. Inovative Business Solutions - 6. To better serve students and the staff that serve students and to get the most out of our limited resources, Fiscal Services will deliver innovative business solutions. innovations like employee self-service for payroll check stubs will continue to be explored and implemented.</p> <p><b>Year(s):</b> 2009 - 2010 2010 - 2011 2011 - 2012</p> <p><b>Start Date:</b> 08/01/2009</p> <p><b>End Date:</b> 05/31/2012</p> <p><b>Goal Status:</b></p>	<p><b>Resources Needed Name:</b> Senior Administrative Assistant at 100%</p> <p><b>Resources Needed Description:</b> Fiscal Services' Senior Administrative Assistant is currently a 45% position. Would like to increase work shedule to 100%.</p> <p><b>Inter-Level/ VP Level Group Decision:</b> NEW</p> <p><b>Fiscal Year:</b> 2011 - 2012</p> <p><b>Duration:</b> On-going</p> <p><b>Estimated Cost:</b> 43000.0000</p> <p><b>Type of Resource Requested:</b> Personnel - Classified/ Manager</p> <p><b>Justification for Resource Request:</b> A full-time 100% assignment Senior</p>		

Goals	Request & Justification / Resources Needed	Goal Progress	Strategies Implemented & Follow-Up
<p>In Progress</p> <p><b>Goal Priority:</b> Medium</p> <p><b>Rationale:</b> As the challenge increases to 'produce more with less', we will "think outside the box" and develop user friendly solutions that will give the user greater access to information and the ability use the information as per their need.</p> <p><b>Strategies:</b> E-mail notices of procedures, secure mailings with IDs and directions sent to home address; self-service hot-line manned by payroll to answer questions and help with IDs and passwords.</p> <p><b>Responsible Parties:</b> Payroll/Benefits Manager, Payroll Technician</p> <p><b>Campus supported by this goal:</b> Both</p> <p><b>If specific to a functional unit, indicate here:</b> Fiscal Services - Payroll</p> <p><b>Other Area impacted by this goal:</b> IITS (Instr &amp; Info Tech Svcs)</p> <p><b>Level of Support Needed:</b> Department</p>	<p>Administrative Assistant position is needed to ensure the proper level of operations in fiscal services is maintained. Specifically, the position is essential to accurate board agenda preparation, payroll time reporting, requisition input, office supply management and office communications.</p> <p><b>Department Code:</b> 672000 Fiscal Services</p> <p><b>Requested Funding Source:</b> General Fund</p>	<p>10/14/2011 - PeopleSoft setup has been completed providing District staff with electronic access, viewing, and printing of their checkstubs from January 1, 2002 to present. This has saved expenses on postage and expedited delivery time.</p> <p>Payroll continues to work with IITS to try to improve employee's access and ability to view and print payroll check stubs online. Future goals include an option to save PDF files of check stubs and ability to view and print W-2 forms from online self-service.</p> <p><b>N/A:</b> N/A</p> <p><b>Next Step:</b> Continue Working on Goal</p> <p><b>Data to Support Goal Progress:</b> PeopleSoft system</p>	