

2019 Annual Program Review: Fiscal Services

1. Purpose of the Program

- a. State the purpose of program, area or unit.

Our mission is to maintain the highest level of fiscal accountability and to promote the District's financial health, transparency, and operational efficiency in support of student success.

- b. How does the program, area or unit support the College Mission?

Fiscal Services provides centralized services to the campus community in the areas of Accounting, Accounts Payable, and Budget, Student Accounts, and Financial Aid fund processing. All departments and operational areas rely on Fiscal Services for these services.

2. Population(s) Served

- a. Describe the populations served by the program, area or unit, identifying special populations, if any.

Areas served include all academic divisions, non-instructional departments, student groups, Board of Trustees, vendors, and contractors.

- b. Describe other populations that should be served by the program, area or unit and identify plans to implement.

N/A

3. Accomplishments in Achieving Goals

- a. List area related Strategic Planning Goals and program, area or unit specific goals, and describe progress in achieving each goal, strategy, objective, and appropriate task.

Strategic Planning Goals:

Task #	Task	Progress Report
5.1.2.1	Review and solicit bidding on long term contracts on a 5-year basis. Immediate institution of process on new contracts. Initiate process on contracts as they expire.	<i>Budgeting for long term contracts is not feasible with the way our budget process operates but contracts are effectively reviewed on an as needed basis and we work with departments in an ongoing fashion as contracts expire.</i>
5.1.2.2	Maximize the use of cooperative contracts. Immediate institution of process. Initiate process on contracts as they expire.	<i>Purchasing utilizes cooperative contracts for large accounts via the Foundation for California Community Colleges (Amazon, Quill, Office Depot, CDWG, etc.)</i>
5.2.1.1	Complete the Chancellor's Office checklist annually and distribute campus wide.	<i>N/A.</i>
5.2.1.2	Distribute information via accounting updates as needed.	<i>This information is disseminated within the Budget Committee via discussion and distributed materials.</i>

5.3.1.1	Present key concepts at staff meetings, flex days and/or institute days.	<i>Fiscal content is regularly reported as needed and as space allows within these college meetings and activities.</i>
5.3.1.2	Distribute annual ACCJC Fiscal Report within three months of issuance.	<i>The VP of Administrative Services processes and distributes this through the Budget Committee and College Council.</i>
5.3.1.3	Review Standard IIID every fall to maintain and prepare for the next accreditation visit.	<i>Standard IIID is under extensive review via current accreditation activities in preparation of the ISER document.</i>
5.3.2.1	Develop beginning and intermediate level presentations for board members by June 30, 2018.	<i>Prior to issuing the tentative budget an extensive budget workshop for the Board of Trustees is scheduled annually.</i>
5.3.2.2	Develop management level budgeting, purchasing and financial management presentations by June 30, 2018.	<i>These topics were covered in detail during summer Management Retreat activities.</i>
5.3.2.3	Develop College wide budgeting and purchasing presentations by June 30, 2018.	<i>This was also done during Summer 2018.</i>
6.1.1.2	Leverage resources to impact multiple programs and services during annual budget planning and workshops.	<i>Fiscal Services coordinates budgetary and purchasing requests during both the annual budgetary request cycle and purchase request processing with the goal and optimizing the use of available funding sources and aligning multiple acquisitions.</i>
6.2.2.1	Tie annual resource allocations to program review.	<i>Recent changes to the Integrated Planning Manual have explicitly linked and formalized requests initiated within program reviews and the annual budgetary cycle.</i>

b. Explain modifications, if any, of goals.

N/A.

4. Strengths, Weaknesses & Accomplishments/Activities

a. List and comment on the major strengths of the program, area or unit.

- *Balanced budget with a 39.66% reserve.*
- *Received a clean audit report with no findings.*
- *Ability of Business Office staff to build relationships Departments regarding monthly budget reviews*
- *Provide timely assistance for expenditure of funds for departments.*

b. List and comment on the major weaknesses of the program, area or unit.

- *The meeting frequency of Budget and Planning Committee needs to be increased.*
- *Lack of training for new department personnel.*
- *Training materials provided to college departments regarding utilizing Fiscal Services needs to be improved.*
- *Current staffing levels too low for workload.*

- c. List activities and discuss accomplishments during review period.

See attached board reports.

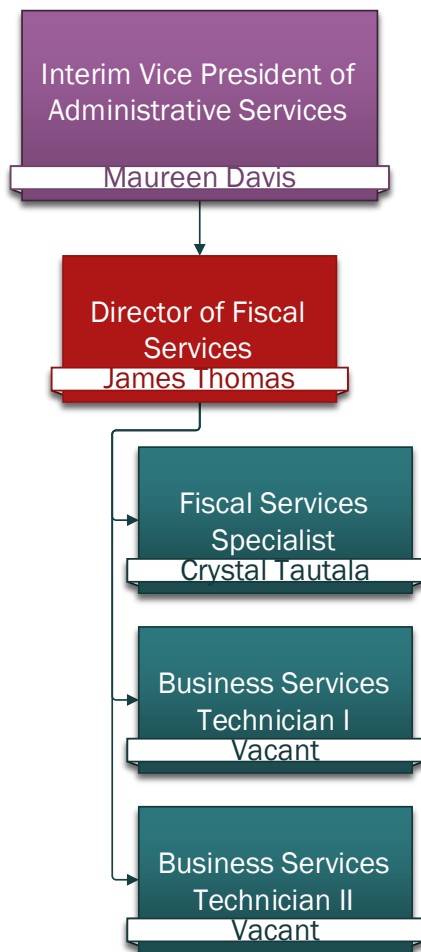
5. Service Area Outcomes (SAO)

Appropriate Service Area Outcomes will be developed by each non-instructional area to reflect appropriate outcomes including Program Outcomes and/or Service Area Outcomes (SAO).

Service Area Outcome	SAO Metric
SAO #1: Fiscal Services maintains balanced budgets for general, categorical, capital outlay, insurance, and bond funds as well as managing an allocation for one-time and ongoing funds.	<p><i>Number of completed departmental budget forms received through annual allocation process = 492</i></p> <p><i>Ending Balance/Budget reserve percentage = 39.66%</i></p> <p><i>Number of BERF forms processed = 0</i></p>
SAO #2: Fiscal Services provides managed and centralized purchasing and contractual services for all college departments.	<p><i>Number of Purchase Orders Created = 1548</i></p> <p><i>Number of contracts processed/reviewed = 35</i></p>

6. Human Resources and Staff Development

- a. Provide current organization chart of the program, area or unit, showing key functions and responsibilities.



During most of the time period of this report, Maureen Davis as Interim VP of Administrative Services. Beginning April 2019, Stephanie Slagan became the VP of Administrative Services.

b. Are current management and staff adequate to perform functions and responsibilities satisfactorily and to achieve program, area or unit goals? Explain.

No, an additional Business Services Tech II is needed to process current and expected workloads. Would like to also add a budget analyst as a long-term goal.

c. Describe specific professional development activities in which program, area or unit members participate and explain how such activities benefit or enhance the program and support and facilitate student learning.

- *Fiscal Services Specialist: CAPPO CA association public procurement professionals, College Buys conference*
- *Director of Fiscal Services: RCOE trainings, MicroStrategy World, Governor's budget workshop*
- *VP: ACBO conferences, ACCCA*

d. Describe areas of unmet professional development needs among personnel in this program, area or unit, if applicable, and outline plans to address these needs.

- *Contracts training*
- *Student account processing training (Ellucian)*

e. Describe organizational changes that would improve program, area or unit performance. Provide timelines for the achievement of such changes and describe measures that assess the effectiveness of such changes.

- Hire permanent VP – currently have Interim.
- An increase in department staffing to support workload.

7. Facilities

a. Are current facilities adequate to support the program, area or unit? Explain.

No, work and office space that is more conducive to the workflow in fiscal services is needed.

b. Describe plans for future changes to support facilities.

There is a plan in place to relocate Fiscal Services in conjunction with remodeled space on the second floor of the College Services Building. These needs will be addressed in the future once this project goes out to bid and the work is completed.

8. Technology and Equipment

a. Is the current technology and equipment adequate to support the program, area or unit? Explain.

Yes, these needs are currently being met.

b. Describe plans for future changes to support technology or equipment.

Upgrade/Renewal for both QuickBooks and the QuickBooks point of sale system will be due next year. After the department relocates, the need for any additional technology will be evaluated.

9. Financial Resources

a. Provide an appropriate financial report for program, area or unit during reporting period. Explain any significant deviations from previous reporting period.

Code	Object Code Description	Budget	Expenses
8830	CONTRACT SERVICES	0	1,580
8899	OTHER LOCAL REVENUE	0	300
8874	ENROLLMENT	0	23,884
8879	STUDENT RECORDS	0	10
8880	NONRESIDENT TUITION	0	6,244
8885	OTHER STUDENT FEES AND CHARGES	0	2,898
8830	CONTRACT SERVICES	0	3,700
6492	OTHER EQUIP, NON INSTR	0	3,255
5510	NATURAL GAS	22,606	22,606
5520	ELECTRICITY	212,677	212,677
5530	WATER	55,320	55,320
5540	TELEPHONE	35,225	35,225
5570	WASTE DISPOSAL	5,986	5,986
5630	RENTS AND LEASES	339,786	327,390
2108	CL SALARY ADMINISTRS	1,047,891	156,468
2109	CL SALARY OTHER	105,544	100,364
2331	STUDENT HELP HOURLY	2,089	1,532

3220	PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS), CL EMPLOYEES	45,388	45,388
3320	LOCALLY DEFINED OASDI, CL EMPLOYEES	16,076	16,076
3325	MEDICARE, CL EMPLOYEES	3,760	3,760
3420	HEALTH & WELFARE BENEFITS, CL EMPLOYEES	164,750	69,336
3520	STATE UNEMPLOYMENT INSURANCE, CL EMPLOYEES	130	130
3620	WORKERS' COMPENSATION INSURANCE, CL EMPLOYEES	4,265	4,265
3999	PAYROLL TAX ADJUSTMENTS	664	4,394
4550	OFFICE SUPPLIES	6,688	6,688
4556	COPYING	6,430	6,430
4570	COMPUTER SERVICE SUPPLIES	0	0
4590	OTHER SUPPLIES	941	941
4710	FOOD	107	107
5045	POSTAGE	4,392	1,881
5210	MILEAGE	2,857	2,857
5211	FLEET MILEAGE	3,094	3,094
5220	CONFERENCES	15,981	15,981
5310	MEMBERSHIPS	290	290
5420	LIABILITY INSURANCE	91,102	91,102
5530	WATER	234	234
5610	COUNTY CONTRACTS	10,000	0
5620	ALL OTHER CONTRACT	105,465	96,946
5630	RENTS AND LEASES	11,192	11,192
5690	ALL OTHER	150	150
5710	AUDIT	36,015	36,015
5730	LEGAL	20	20
5800	OTHER SERVICES AND EXPENSES	997	997
5820	INTEREST	623	623
5890	OTHER SERVICES	12,491	12,491
2108	CL SALARY ADMINISTRS	19,389	28,296
3220	PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS), CL EMPLOYEES	3,502	4,702
3320	LOCALLY DEFINED OASDI, CL EMPLOYEES	1,202	1,733
3325	MEDICARE, CL EMPLOYEES	281	405
3420	HEALTH & WELFARE BENEFITS, CL EMPLOYEES	3,596	4,185
3520	STATE UNEMPLOYMENT INSURANCE, CL EMPLOYEES	10	14
3620	WORKERS' COMPENSATION INSURANCE, CL EMPLOYEES	322	460
7100	DEBT RETIREMENT	1,265,504	1,017,488

b. Describe whether the current budget is adequate to carry out the responsibilities of the program, area or unit or operation.

The current budget is adequate.

c. Describe plans for future budget changes, if any.

Additional personnel funding as detailed above.

10. Four year plan

a. Place future request for resources (human, financial, facilities, technology & equipment) in a four-year matrix to facilitate future planning.

			2019-20	2020-21	2021-22	2022-23
Future Area Needs	Human Resources		<i>Tech II</i>	<i>Tech II</i>	<i>Budget Analyst</i>	<i>Budget Analyst</i>
	Fiscal Resources					
	Physical Resources		<i>Remodel/ Move</i>	<i>Remodel/ Move</i>		
	Technology Resources			<i>QuickBooks/ Move</i>		

Fiscal Services Board Reports

08/14/2018

- Maureen Davis attended the Association of California Community College Administrators (ACCCA) Admin 101 workshop in July. The workshop reaffirmed a lot of the leadership knowledge I have gained over the years while gaining more in-depth knowledge about Guided Pathways, Student Services, and AB705. AB705 is new legislation that affects Basic Skills and Equity and the way students are evaluated and 2 placed in English and Math courses (this is a very high level description). I am appreciative of the opportunity to have attended this workshop as I met a lot of nonfinancial people to add to my network in the community college system. The kickoff BBQ on Sunday night was designed as a team building exercise. I proudly represented Palo Verde Community College with a win in the Water Balloon contest with my partner from Cabrillo College. You definitely have to put your teamwork skills to use to win a competition such as a balloon toss!
- Maureen Davis attended a Budget Workshop in Sacramento August 3rd. We were given additional information on how the new funding formula is calculated so the Chief Business Officers (CBO) can attempt to project funding in future years.
- The Business Office would like to thank Stephanie Slogan for the help she is providing while the Fiscal Services Specialist and Director of Fiscal Services are identified and trained.

09/11/2018

- Crystal Tautala has joined the team and is quickly learning her role and cross training on customer service tasks.
- Cindy Harms will be joining the Business Office on September 6th as a Professional Expert for one month to assist with training Crystal.

10/09/2018

- Cindy Harms has been working in the Business Office since September 6th as a Professional Expert to assist with training Crystal in the Specialist position. I would like to publicly thank Cindy for all the help, wisdom, and hard work she has given the College this past month. She has truly been a blessing to us.
- Maureen will be attending the Association of Chief Business Officers (ACBO) conference the week of October 21 in Rancho Mirage and Strong Workforce Program reporting training on October 30th at San Bernardino Community College

11/01/2018

- Interviews were conducted for the Director of Fiscal Services with the two top candidates being reviewed to determine who would be the best fit.
- Maureen Davis attended the Association of Chief Business Officers (ACBO) conference the week of October 21 in Rancho Mirage where the Student-Centered Funding Formula was the main topic. Strong Workforce Program reporting training was held on October 30th at San Bernardino Community College where Maureen and Biju received hands on training for this program in the NOVA system.
- The Business Office is gearing up to be ready for the annual outside fiscal audit that will take place the week of December 10.

01/11/2019

- Jim Thomas is deep in the middle of the 1098T process, so the forms are available online and/or mailed by January 31. There was a government change in the reporting for the 1098Ts this year where we show amounts paid by the student rather than what was charged to the student. Adam Houston and Rich Soto are 2 working closely with Jim to make sure the new process is fully implemented in our systems.

02/06/2019

- The 1098Ts were mailed out on time.
- Jim Thomas attended the MicroStrategy User conference in Phoenix the week of February 4. Riverside County Office of Education generously paid the conference fee for one person from each district in the consortium to attend. Jim also attended several classes that were offered the day before and the day after the actual conference.

03/05/2019

- The 1098Ts were mailed to the students by the requisite January 31, 2019 deadline. The electronic file will be submitted to the IRS by Mid March.
- Jim Thomas attended the quarterly Financial Management Advisory Committee (FMAC) meeting in Murrieta on March 1. These meetings are for Fiscal Management persons from the Riverside County Office of Education Consortium 2 (RCOE) to exchange information and ideas as they pertain to Galaxy and other reporting tools offered by RCOE.
- Jim Thomas and Julene Marquez attended a training session via phone/internet to better utilize the WASP asset management system on March 4th.
- Jim Thomas attended the Microstrategy User Group meeting on March 6th. These meetings are being held by RCOE to keep users up to date on new rollouts for the software and provide additional hands-on training. Microstrategy is a software that gives us the ability to run reports outside of Galaxy.

06/03/2019

- Prepping for Year End
- 2019-20 Tentative Budget
- Prepare for 2019-20 Budget Workshop
- Fiscal Year 2018-2019 Budget Clean-up
- Process Employee Fee Waivers for Summer and Fall 2019
- Enrollment Billing for Sheltering Wings
- Return Unclaimed Scholarships to Foundation Research and Update Inmate Student Accounts.
- Process Choice Scholarships for Summer and Fall 2019.
- Reconcile District bank Accounts for April and May 2019.
- Reconcile G5 Federal Funds
- Update Inventory Listing
- Complete Performance Evaluations
- Process Final Federal Pell Grants for Spring 2019
- New Konica Minolta Machines have arrived and will be installed after Finals
- Staff also attended the following trainings
 - Micro-strategy User Group Meeting (J, Thomas)
 - Adult Education Consortium Retreat (S. Slagan)
 - Micro-strategy Back to Basics (J. Thomas)
 - Financial Management Advisory Committee (J. Thomas)
 - ACBO Spring Conference (Stephanie Slagan)
 - RCOE Year-End Training (All Business Office Staff)
 - Federal Student Aid: Maintaining Institutional Compliance (J. Thomas)