



Strategic Plan Goal Area	Organizational Effectiveness and Efficiency
Strategic Plan Performance Objective	Improve efficient use of resources, processes and management structure to support system innovation

PLAN

Review the goal area, performance objective, initiative(s), performance measures, and action steps that you are working on for this particular area. What have you completed? What can you celebrate?

Finance has added central office locations to the employee verification reports to ensure positions are aligned with the correct funding source within the budget.

DO

Describe the work of your team in achieving your performance objectives. Specifically address your initiatives and action steps.

- Accounts Payable is monitoring payment types on a monthly basis as they work to secure more vendors using electronic payment rather than paper checks.
- Payroll has conducted two Bookkeeper Training Sessions and updated the Bookkeeper Standard Operator Procedures to allow bookkeepers better tools for more accurate time reporting.
- Position Control continues to monitor school and central office allotments for increase or decrease in staff to determine budget impact by supplying CFO monthly lapse salary information.

CHECK

Are you getting the results needed to reach the performance targets? How are you monitoring and measuring to ensure results?

- Accounts payable monitors payment types on a monthly basis.
- Position Control monitors schools and central office allotment each month to determine the budget impact of any changes.

ACT

What are the challenges or obstacles you are facing or anticipating? What needs to change and/or improve to reach your performance targets? How will these changes lead to progress?

- Accounts Payable is challenged with vendors who are unwilling to change their current method of payment if the current check process is working for them.
- Payroll is challenged with bookkeepers appearing to create their own procedures rather than follow those received in the bookkeeper training sessions.
- Payroll continues to have challenges with Federal Programs providing correct locations and charge codes for payments due, causing Finance having to perform massive journal entries to correct.