

# Assessment Plan – Business Office

Fiscal Year 2009 or upon approval of the assessment plan

Assessment Period Covered

June 16, 2008

Date Submitted

**Business Office**

Unit/Office/Program

## Institutional Mission/Strategic Goal:

**Mission:** Historically diverse, uniquely Micronesian and globally connected, the College of Micronesia-FSM is a continuously improving and student centered institute of higher education. The college is committed to assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning.

**Strategic Goal** (*which strategic goal(s) most support the services being provided*): **Ensure sufficient and well-managed fiscal resources that maintain financial stability.**

**Administrative Unit/Program Mission Statement** (*First present a philosophical statement related to your units/program/office followed by a listing of the services you provide*): **Business Office is committed in providing the college's fiscal services to students, employees, vendors, governments, agencies and other institutions. The services provided by Business Office are as follows:**

1. **Monitoring budgets and certifying obligating documents as to availability of fund.**
2. **Reviewing and processing payments to vendors.**
3. **Processing and releasing payroll checks to employees.**
4. **Providing audit requirements to complete the audit.**
5. **Maintaining records of students' charges and payments.**

## Administrative Unit/Program Objectives:

### Objective 1:

**Business Office will provide certification of funds within five working days from receipt of obligating documents.**

### Objective 2:

**Business Office will process payments to vendors no later than three weeks from receipt of supporting documents.**

### Objective 3:

**Business Office will process and release payroll checks on or before the scheduled pay period.**

### Objective 4:

**Business Office will provide audit requirements to complete the audit of financial statements nine months after the end of fiscal year (June 30).**

### Objective 5:

**Business Office will maintain students' records of charges and payments.**

<b>Evaluation questions</b>	<b>Data sources</b>	<b>Sampling</b>	<b>Analysis</b>
<b>1. What is the percentage of obligating documents that were certified by Business Office within 5 working days from date of receipt?</b>	<b>Business Office Logbook</b>		
<b>2. Are check payments to vendor ready for pick-up no later than three weeks from the date of submission of supporting documents to Business Office?</b>	<b>Check register</b>		
<b>3. Do employees receive payroll checks on the scheduled payday?</b>	<b>Payroll register</b>		
<b>4. Is the audit of the college's financial statements completed nine months after the end of fiscal year (June 30)?</b>	<b>Audit report</b>		
<b>5. Can students get an updated balance of their accounts five working days from registration and scholarship awards?</b>	<b>MIP or SIS Students Records</b>		

### **Timeline**

<b>Activity</b>	<b>Who is Responsible?</b>	<b>Date</b>
<b>Maintaining logbook for obligating documents.</b>	<b>Comptroller, Business Office Manager</b>	<b>Starting Oct. 01, 2008</b>
<b>Monitoring payments via check register</b>	<b>Comptroller, Business Office Manager</b>	<b>Starting Oct. 01, 2008</b>
<b>Evaluating issuance of paychecks</b>	<b>Comptroller, Payroll Accountant</b>	<b>Starting Oct. 01, 2008</b>
<b>Analysis and preparation of financial statements and schedules for the audit</b>	<b>Comptroller, General Accountant</b>	<b>Starting Oct. 01, 2008</b>
<b>Maintaining and updating students' financial records</b>	<b>Comptroller and State Campus Accountant</b>	<b>Starting Oct. 01, 2008</b>

**Comments:**

## Assessment Report Worksheet #3

### Administrative and Support Units

<b>Unit/Office/Program</b> ( ) Formative Assessment ( ) Summative Assessment	<b>Assessment Period Covered</b>  <b>Date Submitted</b>
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<b>Administrative Evaluation Question (Use a different form for each evaluation question):</b>   
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**First Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):**

**1. What is the percentage of obligating documents that were certified by Business Office within 5 working days from date of receipt?**

<i>1a. Means of Unit Assessment &amp; Criteria for Success:</i> 80% and more are certified within 5 working days.
<i>1a. Summary of Assessment Data Collected: Per logbook of obligating documents</i> Number of PO received for the year: _____ <ul style="list-style-type: none"><li>• Number of PO certified within 5 working days _____ or _____%</li></ul> Number of TA received for the year: _____ <ul style="list-style-type: none"><li>• Number of TA certified within 5 working days _____ or _____%</li></ul>
<i>1a: Use of Results to Improve Unit Services:</i>  

**Second Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan): Are check payments to vendor ready for pick-up no later than three weeks from the date of submission of supporting documents to Business Office?**

<i>1b. Means of Unit Assessment &amp; Criteria for Success:</i> 80% and more check payments to vendor are ready for pick – up at Business Office after three weeks from the date of submitting complete documents.
<i>1b. Summary of Assessment Data Collected:</i> Number of requests for check payments received for the year from NC and PC: _____ <ul style="list-style-type: none"><li>• Number of checks processed within three weeks from receipt of documents from NC and PC _____ or _____%</li></ul>

Number of requests for check payments received for the year from SC/CRE: \_\_\_\_\_

- Number of checks processed within three weeks from receipt of documents from SC/CRE \_\_\_\_\_ or \_\_\_\_\_%

Number of request for check payments received for the year from Programs: \_\_\_\_\_

- Number of checks processed within three weeks from receipt of documents from Program \_\_\_\_\_ or \_\_\_\_\_%

*Ib: Use of Results to Improve Unit Services:*

**Third Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):**  
**Do employees receive payroll checks on the scheduled payday?**

*Ic. Means of Unit Assessment & Criteria for Success:*

90 % of payroll checks with complete supporting documents are released on scheduled payday.

*Ic. Summary of Assessment Data Collected:*

Scheduled pay day    Number of checks to be issued    Number of checks released    %

*Ic: Use of Results to Improve Unit Services:*

**Fourth Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):**

**Is the audit of the college's financial statements completed nine months after the end of fiscal year (June 30)?**

*Ic. Means of Unit Assessment & Criteria for Success:* External assessment per date of audit report.

Audit report is completed within nine months (on or before June 30) after the end of the fiscal year.

*Ic. Summary of Assessment Data Collected:*

Fiscal Year    Date of Report    Type of Opinion on FS

*Ic: Use of Results to Improve Unit Services:*

**Fifth Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):**  
**Can students get an updated balance of their accounts five working days from registration and scholarship awards?**

*Ic. Means of Unit Assessment & Criteria for Success:* External assessment per date of audit report.  
Updated balances of students' accounts are posted on line five working days after the registration and scholarship awards.

*Ic. Summary of Assessment Data Collected:*  
Semester Charges Awards Date Posted in SIS

*Ic: Use of Results to Improve Unit Services:*