



El Camino College

Program Review

Fiscal Services

Planning of Goals – Fiscal Services

Goal 1

Goal Description:

Fiscal Services to provide ECC with procedure and process training for all Fiscal Services functions/processes

- **Goal Status**

In progress/funded.

- **Goal cycle**

July 2022 – June 2026

Increase frequency and improve the utility of fiscal process communication to Areas / Divisions / Programs / Departments across campus in order to improve the effectiveness of fiscal administration, fiscal process literacy and general fiscal competency across the campus. Increase the proficiency in and utilization of the district's Financial Systems and reporting platforms (Colleague, Simpler Systems) for district administrators and support staff to effectively review and interpret financial data.

Actions/Resources needed to meet goal

Active

Y

Action

Action

Actions/Resources needed to meet goal

The district's Fiscal Services Division is currently engaged in a desk study and process flow analysis being conducted by a third-party CPA firm (Moss Adams) with the appropriate expertise to assist staff in fully documenting our internal processes as well as to advise Fiscal Services of potential improvements and refinements we could make in our assigned duties distribution and alignment among staff and our processes and workflows in order to positively affect our campus community.

Performance Indicator/accomplishment

From the results of this effort, Fiscal Services will develop and publish training manuals descriptive of Fiscal Services processes to better inform campus divisions of the roles and procedures required to ensure timely and accurate processing of their transactions that cycle through our division. Furthermore, this documentation, communication and training will increase the effectiveness of all district divisions with respect to Fiscal Services processes.

Goal 2

Goal Description:

Provide Campus-Wide Training Specifically for Budget Development process

- **Goal Status**

In progress/funded.

- **Goal cycle**

July 2022 – June 2026

Increase frequency and improve the utility of budget communication to Areas / Divisions / Programs / Departments across campus in order to improve the effectiveness of budget administration, budget literacy and general budget competency across the campus. Increase the proficiency in and utilization of the district's Financial Systems and

reporting platforms (Colleague, Simpler Systems) for district administrators and their support staff to effectively review and interpret financial data.

Actions/Resources needed to meet goal

Active

Y

Action

Action

Actions/Resources needed to meet goal

From the results of this effort, Fiscal Services will develop and publish training manuals descriptive of the budget planning calendar, process, monitoring, and budget adjustments so as to meet desired division outcomes.

Performance Indicator/accomplishment

Greater budget fluency and awareness across campus divisions and improved communication from divisions regarding their budgets and knowledge of the Budget process and allocations.

Goal 3

Goal Description:

Establish Budget Reporting and management information/exception reports

- **Goal Status**

In progress/funded. **Goal cycle July 2022 – June 2026**

Increase frequency and improve the utility of budget communication to Areas / Divisions / Programs / Departments across campus in order to improve the effectiveness of budget administration, budget literacy and general budget competency across the campus. Increase the proficiency in and utilization of the district's Financial Systems and reporting platforms (Colleague, Simpler Systems) for district administrators and support staff to effectively review and interpret financial data

Actions/Resources needed to meet goal

Active

Y

Action

Action

Actions/Resources needed to meet goal

The district's Fiscal Services Division is currently engaged in a desk study and process flow analysis being conducted by a third-party CPA firm (Moss Adams) with the appropriate expertise to assist staff in fully documenting our internal processes as well as to advise Fiscal Services of potential improvements and refinements we could make in our assigned duties distribution and alignment among staff and our processes and workflows in order to positively affect our campus community.

Performance Indicator/accomplishment

From the results of this effort, Fiscal Services will develop and publish training manuals descriptive of the budget reporting process, interpreting the data for planning purposes, more effective budget monitoring, and requesting budget adjustments in order to meet desired division fiscal outcomes.

Goal 4

Goal Description:

Bond & Capital projects budget establishment and cost reporting

- **Goal Status**

Completed

- **Goal cycle**

July 2022 – June 2026

Actions/Resources needed to meet goal

Active

Y

Action

Action

Actions/Resources needed to meet goal

The campus receives from the Fiscal agent desk in Fiscal Services, as a monthly Board agenda item, up-to-date Bond expenditure reports that accurately reflect the districts commitments, expenditures and progress on Capital Outlay projects.

Outcome 1

Outcome Description:

Greater ECC division-level knowledge of processes which promote organizational efficiency and allows for process improvements, increased accuracy and more timely production of business processes and transactions.

Outcome Status

In progress/funded.

Outcome cycle

July 2022 – June 2026

Actions needed to achieve outcome

The district's Fiscal Services Division is currently engaged in a desk study and process flow analysis being conducted by a third-party CPA firm (Moss Adams) with the appropriate expertise to assist staff in fully documenting our internal processes as well as to advise Fiscal Services of potential improvements and refinements we could make in our assigned duties distribution and alignment among staff and our processes and workflows in order to positively affect our campus community.

Performance Indicator/accomplishment

Increase awareness of procedures and processes for all Fiscal Services functions.

Target

N/A

Outcome 2

Outcome Description:

Greater ECC division-level knowledge of budget processes which promote organizational efficiency and allows for better understanding of the budget calendar and procedures for developing budgets for the coming fiscal year.

Outcome Status

In progress/funded.

Outcome cycle

July 2022 – June 2026

Actions needed to achieve outcome

The district's Fiscal Services Division is currently engaged in a desk study and process flow analysis being conducted by a third-party CPA firm (Moss Adams) with the appropriate expertise to assist staff in fully documenting our internal processes as well as to advise Fiscal Services of potential improvements and refinements we could make in our assigned duties distribution and alignment among staff and our processes and workflows in order to positively affect our campus community.

Performance Indicator/accomplishment

Increase awareness of the budget planning and budget development processes.

Target

N/A

Outcome 3

Outcome Description:

Improved understanding and utilization of available and developing budget reporting databases and documents to develop better communication and more effective working relationships between all campus divisions and the budget office of the district.

Outcome Status

In progress/funded.

Outcome cycle

July 2022 – June 2026

Actions needed to achieve outcome

The district's Fiscal Services Division is currently engaged in a desk study and process flow analysis being conducted by a third-party CPA firm (Moss Adams) with the appropriate expertise to assist staff in fully documenting our internal processes as well as to advise Fiscal Services of potential improvements and refinements we could make in our assigned duties distribution and alignment among staff and our processes and workflows in order to positively affect our campus community.

Performance Indicator/accomplishment

Increase awareness of available budget reporting as well as the development of a greater variety of reports to increase administrator engagement and content-area expertise in their budgets.

Target

N/A

Outcome 4

Outcome Description:

Production of accurate information for all constituents and creates or enhances project cost and schedule management.

Outcome Status

In progress/funded.

Outcome cycle

July 2022 – June 2026

Actions needed to achieve outcome

Review all budget information for accuracy and completeness.

Performance Indicator/accomplishment

Increase awareness of the district's capital outlay projects, timelines and commitments, and the legal compliance required to operate a well-functioning and robust Capital Outlay program.

Target

N/A