

# FEATHER RIVER COMMUNITY COLLEGE DISTRICT

## BUSINESS SERVICES

### Program Review



### Mission

The mission of the Feather River Community College District's Business Services Department is to help facilitate communication and coordination of the annual budget development cycle, as well as monitoring and analysis of ongoing budgeted revenues and expenditures. The Business Services Department provides accurate and timely information/data that is supported by documented policies and procedures. Practices are supportive to the District and consistently applied in the decisions and interpretations of operational business practices. Services provide budgetary, financial and fund accounting, purchasing, payroll, bookkeeping, bookstore operations, food service operations, switchboard and duplicating center.

## **Organizational Chart** (See Appendix A)

The Chief components of the Business Services Department consist of the following positions:

### Chief Financial Officer

- Chief Accountant
- Purchasing Agent
- Payroll Officer
- Administrative Assistant/Bookkeeper
- Bookstore Manager
- Food Service
- Switchboard Operators
- Duplicating Center

## **Responsibilities**

The Business Office is comprised of services that address financial responsibilities as well as general services provided to the entire campus. The major responsibilities are listed below and represent significant duties for each area of the Business Services organization.

- Chief Financial Officer:
  - The Business Services Department provides complete accounting services for the District.
  - The services include the financial development of budgeted resources for all funds.
- Administrative Assistant/Bookkeeper
  - Supports and assists the Chief Financial Officer.
  - Provides accurate receipt of funds.
  - Bookkeeping Services for Bookstore, ASB, and Clearing funds.
- Chief Accountant:
  - Assist the financial development of budgeted resources which include budget augmentations, transfers, journal entries and recording of financial transactions.
  - Provide accurate input and reporting of all categorical funds and corresponding transactions.
- Purchasing:
  - Provide accurate and timely payment of all financial obligations of the District.
  - Purchase quality materials within the budget constraints according to laws, policy and procedures.

- Maintain accurate physical inventory of the District's assets.
- Payroll Officer:
  - Provide accurate and timely payment of all employees.
- Bookstore:
  - Provide books, miscellaneous supplies, clothing apparel, and Post Office services, to all students, employees and visitors at the campus.
- Food Services
  - Provide nutritious meals to students and staff at affordable prices for breakfast and lunch in a clean and healthy environment.
- Switchboard:
  - Provide professional communications of inquiries as well as mail services for the campus.
- Duplicating Services:
  - The Duplicating Center provides the necessary support for faculty and staff, meeting copying and publication needs in a timely and cost effective manner.

### **Factors in Determining Success**

#### 1. Fiscal Stability

Assist the Superintendent/President with the overall budget development and implementation in all financial aspects of the campus. Provide adequate yearly financial audit results (see Appendix B). Provide accurate and timely monthly reports of financial results.

#### 2. Professional Development

All Business Service employees are provided adequate professional development based on the availability of adequate funding. (See Appendix C) Training is based on identified skills that can potentially increase effectiveness in job responsibilities as well as advancement potential.

#### 3. Reliability of Payroll

Provide accurate and timely reporting related to Faculty, Classified, Students, Associate Faculty, and Administration monthly earnings and deductions. Accurate monthly payment of all employees.

#### 4. Purchasing

Insure that all procurement policies and procedures are adhered to and that purchases are consistently made in regards to quality and costs. Purchases and reimbursements are made in a timely and accurate manner insuring that pricing is consistent with federal, State and District policies. Purchase orders and the issuance of warrants meet all required deadlines. (See Appendix D)

#### 5. Accounting

Insure that all financial information is reported in a timely and accurate manner.

### **Measures of Quality**

1. Provide a fiscal operating budget for the Superintendent/President that meets state requirements as presented by the Strategic Planning and Budget Committee recommendations. The balanced budget will be implemented in the time period required for Board approval and state submission.
2. Budget augmentation and transfers will be properly approved and documented, as well as timely recording and distribution of results.
3. The financial operation of the college will be conducted with timely audited financial reporting.
4. Provide accurate payroll results on a monthly basis, which includes all reporting and distribution. Payroll input will not exceed budgeted expenditures.
5. Assist in providing timely and accurate student account balances related to financial aid check distribution, parking citations and miscellaneous receipt of funds.
6. Purchase orders created will meet all requirements related to contractual obligations of the District.
7. All warrants created for disbursements will meet timely payments per vendor terms and conditions, consistent with the cash flow position of the District.
8. Bookstore purchases will be consistent with faculty requests, insuring quality books and materials which provide value to the students.

9. Switchboard operations are staffed with trained, professional, and knowledgeable individuals who provide adequate coverage.
10. Food services provide nutritious foods and value to all students and staff including a meal plan.
11. The Duplicating Center will provide consistent and quality services to all employees, by providing same or next day copy requests and delivery.
12. Financial statements and reports are timely and represent accurate financial information.

### **Variables Affecting Student Learning**

1. Maintain availability/office hours to adequately serve students.
2. Maintain updated insurance coverage for property & liability, student insurance, as well as workers compensation.
3. Assist in maintaining accurate and timely student account information.
4. Accurate and timely disbursement of student funds.
5. Maintain appropriate records of all one-time funds.
6. Adequate food services for students and campus staff.
7. Provide complete bookstore services to students, faculty, and staff.

### **Three Year Plan**

The following are the projected major points of priority and concentration for the following three years. These projected priorities will require complete support and will utilize all resources of Business Services. The implementation of new financial software, all phases of the new Library/Technology Center, and the complete documentation of desk procedures, will require significant commitment and focus by all staff members.

### **FY 11**

- Assist in the continued review and modifications/updates of the Strategic Plan.
- Support accreditation process in regards to the District budget process by providing clarity and accuracy related to revenues and expenditures in detail by fund balances.

- Assist in the development and tracking of the integration of Strategic Planning and Budget processes.
- In collaboration with the Facilities Department support the preparations for beginning of remodel of the Multi-purpose Building upon state voter approval of construction bond. This would include insurance compliance, negotiations with contracts, in meeting state, local and District policies, procedures, and requirements.
- Continue departmental documentation of all desk procedures reducing the exposure of interrupted services.
- Continue learning and updating all aspects of the financial and payroll software which include the implementation and updating to the Banner 8 system.
- Complete all audit requirements by due dates and have completed audit finalized for financial statements and supporting schedules by the end of the calendar year. Address and correct any deficiencies as presented in audit recommendations and findings related to Business Services responsibilities.
- Evaluate funding sources that have the opportunity to improve facilities and development, such as alternate energy sources.

## **FY 12**

- Complete the successful implementation of the upgrade to Banner 8 system, which includes both finance and payroll.
- Review budget development processes and implement any process changes to support and maintain the integrated process between planning and budget.
- Provide assistance in the reviewing and updating the Master Facilities Plan.
- Continue cross training of Business Office positions as desk procedures have been documented and completed.
- Support the remodel of the Multi-purpose Building, providing the required accounting and payment of funds.

## **FY 13**

- Continue departmental documentation of all desk procedures in the Business Services Department.
- Complete updated Business Services Program Reviews.
- Complete cross training of Business Office positions.
- Provide assistance in the District's request for State funding of a new instructional building.