## Progress Check for Continuous Improvement

### Finance

**November 18, 2015**

<table>
<thead>
<tr>
<th>Strategic Plan Goal Area</th>
<th>Organizational Effectiveness and Efficiency</th>
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<tr>
<td>Strategic Plan Performance Objective</td>
<td>Improve efficient use of resources, processes and management structure to support system innovation</td>
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### 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.