

## 8. Prior Goals/Objectives

Briefly summarize the progress your program/unit has made in meeting the goals and objectives identified in the most recent Program Review or Annual Update. *(Include measurements of progress or assessment methods.)*

If the department does not have prior goals and objectives, please explain.

Prior goals and objectives:

1. Support the Barstow College Foundation with fundraising opportunities:
  - A. Both the Director of Fiscal Services and the Accounting Technician II attend the Foundation's monthly meeting.
  - B. The Accounting Technician II is the bookkeeper of their financial records.
  - C. The Director volunteers to help fundraise for their annual BBQ event.
  - D. Business Office staff accept various types of payments for all transactions.
  - E. The Director of Fiscal Services and IT Director ensure Foundation has Payment Card Industry (PCI) compliance. This step is required in order to accept credit card transactions.
  
2. Provide accurate financial information to internal and external sources:
  - A. Monthly financial reports are provided for the monthly Board of Trustee meeting.
  - B. Monthly budget reports are provided to all budget managers.
  - C. Assistance is provided to various budget managers to assist them in completing reports to various agencies.
  - D. Financial reports are provided to the Chancellor's Office both quarterly and annually.
  - E. Financial reports are provided to various clubs on campus.
  - F. Provide Public Records Requests received from various agencies.
  
3. Improve overall use and processes of Cal-Cards (credit cards):
  - A. U.S. Bank (credit card provider) implemented new late charges for past due payments. We were incurring late fees due to being able to receive individual statements from staff in a timely manner and/or they were incomplete. To fix this issue we have:
    - 1) Tightened up on the types of purchases made. Except for purchasing, users are limited to travel expenses.
    - 2) With having fewer Cal-Card statements to process there is more oversight to ensure we are in compliance with purchasing guidelines.
    - 3) Transactions are being charged to the correct budget code.
    - 4) Able to more closely monitor to ensure purchases are budgeted.