

Unit Name:	College Finance - Accounting			
Service is essential to the operation of the college				
Functions performed by unit that are critical/essential to operations of the college	Consequences of not performing service	Legal, regulatory, board policy, contractual citations	Other options for performing service	Why is the service "essential"?
	Column A	Column B	Column C	Column D
Daily Bank Transfers, Cash Requirements/Investments and Positive Pay (to reduce check fraud)	Would not have adequate funds in place to meet financial obligations. Banking loan fees assessed with interest. Collateralization not maintained.	Board Policy A.050 & E.100	N/A	Maintain minimum & maximum bank account balances to meet the colleges financial obligation. Without Positive pay our banks would hold Lane responsible for counterfeit checks
Daily Banner Feeds for Student A/R and P/R	Finance data not current or accurate. Reporting needs for budget projections would be in error. Unreliable financial reporting.	Board Policy A.050 & 10.C & 11	N/A	To provide accurate financial information.
Classify FOAP, Prepare & Post Journal Entries	General ledger & Operating ledger would not be in compliance with GAAP	Board Policy E.110	N/A	Have current information available for decision making & planning
Daily Banner Finance & Assistance (a finance help desk so to speak)	Departments not being able to process their work correctly & timely. Ensure financial communication of college policy & procedures.	N/A	The departments could refer to Banner Bookshelf & COPPS themselves	Maintain timely assistance & promote efficiency.
Financial Aid & Student Refund Banner Processes	No Financial Aid or Refunds issued.	Legally required to disburse funds. Compliance with college refund policy	N/A	To meet college legal obligation to students
Reconcile Bank Statement & Accounts	Lack of Cash Control, Fraud, Embezzlement, Incomplete audit trail, Inaccurate Financial Reporting	Board Policy A.050, # 11 & E.110	N/A	Comply with GAAP, Protect College assets, comply with board policy
Replacement Checks, Stop Payments, Paid Items inquiries, Voids	Fraud, Loss of College Assets, Duplicate Payments, Liability Insurance Claims	GAAP, Board Policy A.050, Liability Insurance policies.	N/A	Column A+B+C=D :)

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Month End year end close plus assistance with auditor	No accurate financial statement. Final transfer resolution to the board would be inaccurate. Credit rating & ability to issue bonds in jeopardy. Transactions would not be in appropriate fiscal year.	Budget Law, GAAP, Board Policy E.10 & A.050	Some things could go to our auditor. This would increase the audit fee. Something's can't go to the auditor as auditors can't audit their own work.	To facilitate an unqualified audit.
Bond payments	Default of Bond Obligation. Consequences with Bank. Loss of credibility with bond holders & tax-free status. Insurance liability claims	Board Policy E.010, E.100, E.110, A.050. Liability Insurance Policies. Contract Requirements. IRS & ORS regulations.	N/A	Meet financial obligations.
Financial Aid Federal funds analysis & drawdown process	Inability to draw funds from Dept of Ed for payment of financial aid to students	State & federal regulations. Board policy A.050	N/A	To get financial aid money into Lane's accounts to pass through to the students who are paid financial aid.
Maintaining Finance security and approval queues	Breakdown of Banner security. Inability to access Banner finance.	Board Policy A.050	N/A	To facilitate access to Banner finance module.
Fraud & forged document processing	Duplicate payments to students, vendors, staff. Eliminates protection for victims of forgery/fraud.	Board Policy A.050, Bank Regulations	N/A	Protect Federal Funds and College Assets.
Implementation for Accounting software upgrades	Inability to access outside financial agencies we do business with.	Bank Contracts/Agreements	N/A	Required to operate daily, weekly, monthly, quarterly transactions.
Accounts Receivable Reconciliation	Negative Auditor findings. General Ledger inaccurate/out of balance. Without a reconciliation fraud could occur without notice.	GAAP, Board Policy A.050	N/A	Financial integrity of accounting system and compliance with Auditor requests.
Cash Flow Analysis Report Quarterly Financial Report	No accountability to the Board for operating activities.	Board A.050, E.100, E.110, Auditor Requirements	N/A	This is a Board requirement, also a management tool for planning.
Controls monitoring, such as surprise cash counts.	Fraud could occur without notice.	GAAP	N/A	To keep internal controls strong.

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Develop and maintain more helpful user Financial tools on ODS	Our financial reports will never improve from where they currently are.	Departments are needing better financial reports.	N/A	Departments are needing better financial reports.
Government Agency Reports: Examples Include:				
Financial section of the FISAP	No annual federal funds awarded for Financial Aid.	Board A.050, Federal Law	N/A	College would not be able to award Financial Aid to students.
Federal and State Payroll Taxes	Penalties/Interest for non-compliance with federal laws.	Board A.050, State and Federal Law	N/A	College would be severely penalized by government for non-compliance.
Workers Compensation Report	College liability with agency.	Board A.050, State Law	N/A	Liability insurance could be cancelled.
IPEDS	Federal regulation would not be met for financial survey.	Board A.050, Federal Law, Auditor Requirements	N/A	College would be penalized by government for non-compliance.
Unclaimed Property Reporting	Annual State regulation would not be met.	Board A.050, State Law	N/A	College is required to meet State regulations.
Annual State Revenue and Expenditure Report to the OCCWD.	This is the report that is used to fill in the financial section of the Oregon Community College Profile.	This information is used by state agencies and the Legislator.	N/A	Per the OCCWD Commissioner's request.
Functions performed by unit that are not critical to operations of the college	Consequences of not performing service	Legal, regulatory, contractual citations	Other options for performing service	
Records Management/Archiving	Unable to research banking records and prevent fraud/duplicate payments.	Board Policy A.050, Bank Regulations	Hire outside agency to handle our confidential records.	
Daily phone calls and walk-ins	Unable to assist staff/students/vendors	N/A	N/A	

Unit Name:		College Finance - Accounting								
Cost of service										
		FY00-01 Actual	FY01-02 Actual	FY02-03 Actual	FY03-04 Actual	FY04-05 Actual	FY05-06 Actual		FY06 Current FTE (Managers &	
RESOURCES									Managers:	1*
General Fund Allocation (including transfers from GF)									Classified:	3
Other Revenue (list sources):									Faculty:	
ATM Revenue				451	450	326	93	-		
Total Resources		-	-	451	450	326	93	-		
EXPENDITURES										
Salaries + OPE										
Managers				97,243	104,737	113,936	120,505			
Classified				113,053	133,236	196,603	221,815			
Part-time 04										
Total Salaries + OPE		-	-	210,296	237,973	310,539	342,321			
M&S				93,104	87,815	13,749	13,345			
Capital Outlay										
Total Expenditures		-	-	303,400	325,788	324,289	355,666			
* The College Finance Director's Salary is in this ORG, but he manages Accounting, Grant Accounting, Investments/Disbursements and Purchasing.										
** This budget was permanently reduced by \$73,000 During this year.										

Unit Name:		College Finance - Accounting			
Cost Effectiveness					
Comparator	Annual Cost	Cost Basis	Function	FTE	Source
Outsourcing (list options)					
UofO Accountant 2	\$35,964-\$50,028 not including OPE				UofO website
Kenneth Kuhns & Co.		Accountant work is charged at \$60 to \$70 per hour			Per their Auditor RFP
Pauly, Rodger & Co. PC		Accountant work is charged at \$70 per hour			Per their Auditor RFP
Other OCC Schools (list) College Support - Percentage of Total Operating Expenditures					
Lane	14.35%	Amt greater than Lane:			Oregon Community College
Chemeketa	22.69%	8.34%			2003-2004 Profile
Clackamas	20.00%	5.65%			(Dept of CC & Workforce Dev)
Linn-Benton	20.42%	6.07%			
Industry Standards (list)					
Other (list)					
Cost Effectiveness					
Function	Annual GF Cost	Annual Benefit/Savings	Notes		

Unit Name:		College Finance - Accounting			
Utilization					
Indicator	FY02-03	FY03-04	FY04-05	FY05-06 YTD	
Accounting Feed Process: Student Module to Finance	Daily	Daily	Daily	Daily	
HR Module to Finance (payroll & adjustments)	Twice weekly	Twice weekly	Twice weekly	Twice weekly	
Financial Aid/Student Refund Invoice Processing	Once per week	Once per week	Once per week	Once per week	
Positive Pay files transmission and daily bank confirmation	Daily	Daily	Daily	Daily	
Bank Transfers/Daily Cash Requirements Report	Daily	Daily	Daily	Daily	
Paid Item Inquiries/Stop Payments/Re-issues	Daily process 25-30 per month	Daily process 25-30 per month	Daily process 25-30 per month	Daily process 25-30 per month	
Fraud & Forged Document Processing	Several per year	Several per year	Several per year	Several per year	
Classify data Inter-Campus Orders	Daily	Daily	Daily	Daily	
Prepare and Post Journal Entries	Daily-4,500 transactions per year	Daily-4,500 transactions per year	Daily-4,500 transactions per year	Daily-4,500 transactions per year	
Bank Account Reconciliations:					
Accounts Payable-Reconciled Monthly	860 checks per month average \$3.4 million per month average	700 checks per month average \$2.8 million per month average	1,050 checks per month average \$3.4 million per month average	1,050 checks per month average \$3.4 million per month average	
Financial Aid-Reconciled Monthly	1,400 checks month average \$250,000-\$4.7 million per month range	1,500 checks month average \$300,000-\$5 million per month range	1,500 checks month average \$300,000-\$5.8 million per month range	1,300 checks month average \$300,000-\$5 million per month range	
Payroll - Reconciled Monthly	956 checks per month average \$500,000 per month average & LADD twice month \$2.0 million month average	1200 checks per month average \$425,000. per month average & LADD twice month \$2.1 million month average	975 checks per month average \$380,000 per month average & LADD twice month \$2.2 million month average	840 checks per month average \$300,000 per month average & LADD twice month \$2.6 million month average	

Unit Name:		College Finance - Accounting			
Utilization					
Indicator	FY02-03	FY03-04	FY04-05	FY05-06 YTD	
Accounts Receivable/General Account Reconciled Monthly	500 deposits per month average \$10 million 65 withdrawals per month average \$10 million withdrawal per month average	400 deposits per month average \$10 million 150 withdrawals per month average \$10 million withdrawal per month average	400 deposits per month average \$10 million 150 withdrawals per month average \$10 million withdrawal per month average	400 deposits per month average \$10 million 150 withdrawals per month average \$10 million withdrawal per month average	
US Bank General	Recon Monthly	Recon Monthly	Recon Monthly	Recon Monthly	
LGIP 4254 Government Pool	Recon Monthly	Recon Monthly	Recon Monthly	Recon Monthly	
LGIP 4416 Government Pool - Arapaho	Recon Monthly	Recon Monthly	Recon Monthly	Recon Monthly	
Deferred Compensation Account Reconciliations:					
Selco	Recon Quarterly	Recon Quarterly	Recon Quarterly	Recon Quarterly	
Aetna-Ing	Recon Quarterly	Recon Quarterly	Recon Quarterly	Recon Quarterly	
Nationwide	Recon Quarterly	Recon Quarterly	Recon Quarterly	Recon Quarterly	
Cash Flow Analysis	Monthly	Monthly	Monthly	Monthly	
Board Financial Reports			Quarterly	Quarterly	
Government Agency Reports:					
IPEDS	Annually	Annually	Annually	Annually	
FISAP	Annually	Annually	Annually	Annually	
OCCWD Revenue and Expenditure Report	Annually	Annually	Annually	Annually	
Workers Compensation	Quarterly	Quarterly	Quarterly	Quarterly	
Payroll - 941	Quarterly	Quarterly	Quarterly	Quarterly	
Unclaimed Property	Reviewed quarterly-submitted annually-51 unclaimed checks per year returned to state	Reviewed quarterly-submitted annually-93 unclaimed checks per year returned to state	Reviewed quarterly-submitted annually-290 unclaimed checks per year returned to state	Reviewed quarterly-submitted annually-350 unclaimed checks per year returned to state	
Payroll Taxes	Processed twice per week (penalty/interest for late filing = \$250,000 per day)	Processed twice per week (penalty/interest for late filing = \$250,000 per day)	Processed twice per week (penalty/interest for late filing = \$250,000 per day)	Processed twice per week (penalty/interest for late filing = \$250,000 per day)	

Unit Name:		College Finance - Accounting			
Utilization					
Indicator	FY02-03	FY03-04	FY04-05	FY05-06 YTD	
Bond Payments:					
1995 GOB Bond Project (retires 2008-09)				annual payment-interest due semi-annually FY06 total \$5,187,198	
COPPS (retires 2006-07)				annual payment-interest due semi-annually FY06 total \$101,376	
LASR (notes payable retires 2011-12)				annual payment-interest due semi-annually FY06 total \$339,430	
Pension Bonds (retires 2027-28)				annual payment-interest due semi-annually FY06 total \$2,644,250	

Unit Name: Department Total for College Finance and Purchasing

Cost of service

	FY01-02 Actual	FY02-03 Actual	FY03-04 Actual	FY04-05 Actual	FY05-06 Actual	FY07-06 Estimated	FY06 Current FTE
RESOURCES							
General Fund Allocation (including transfers from GF)							Managers: 1
Other Revenue (list sources):							Classified: 8.5
ATM Revenue		451	450	326	93	-	Faculty:
Total Resources	-	451	450	326	93	-	
EXPENDITURES							
Salaries + OPE							
Managers		393,835	131,632	113,936	120,505		
Classified		623,447	580,917	589,297	627,236		
Part-time 04		-	-	-	-		
Total Salaries + OPE	-	1,017,282	712,549	703,234	768,982		
M&S		164,157	137,113	60,104	48,904		
Capital Outlay							
Total Expenditures	-	1,181,439	849,662	763,338	817,886		

Staff Reductions through the Years

College Finance	College Finance	College Finance	College Finance	College Finance	College Finance
Verne Whittaker**	<u>Accounting</u>	<u>Accounting</u>	<u>Accounting</u>	<u>Accounting</u>	<u>Accounting</u>
Stan Barker	Stan Barker	Stan Barker	Stan Barker	Stan Barker	Stan Barker
Alan Feldmayer	Alan Feldmayer	Alan Feldmayer	Alan Feldmayer	Alan Feldmayer	Alan Feldmayer
Jane Passenger	Jane Passenger	Jane Passenger	Jane Passenger	Jane Passenger	Jane Passenger
<u>Accounts Payable</u>	<u>Accounts Payable</u>	<u>Accounts Payable</u>	<u>Accounts Payable</u>	<u>Accounts Payable</u>	<u>Accounts Payable</u>
Sue McDonald	Sue McDonald**	Anne Whipple**, .5	Holly Lonigan	Holly Lonigan	Holly Lonigan
Anne Whipple	Holly Lonigan, .5	Julie Copley, .5	Julie Copley, .5	Julie Copley, .5	Julie Copley, .5
Holly Lonigan, .5	Julie Copley, .5	Marsha Norman	Marsha Norman	Marsha Norman	Marsha Norman
Julie Copley, .5	Marsha Norman	<u>Grants Accounting</u>	Vacant .5	<u>Grants Accounting</u>	<u>Grants Accounting</u>
Marsha Norman	<u>Grants Accounting</u>	Bill Kyker	<u>Grants Accounting</u>	Carole Napier	Carole Napier
<u>Grants Accounting</u>	Bill Kyker	Carole Napier	Carole Napier	Meg Rowles****	Terry Grove
Bill Kyker	Carole Napier	Meg Rowles	Meg Rowles	Terry Grove	<u>Purchasing</u>
Carole Napier	Meg Rowles	Son Le*	Terry Grove	<u>Purchasing</u>	Bob Baldwin
Meg Rowles	Son Le	Terry Grove	<u>Purchasing</u>	Bob Baldwin	
Son Le	Terry Grove	<u>Purchasing</u>	Bob Baldwin		
Terry Grove	<u>Purchasing</u>	Bob Baldwin			
<u>Purchasing</u>	Lloyd Rain**	Laura Roberts, .5*			
Lloyd Rain	Bob Baldwin				
Bob Baldwin	Bob Cudmore**				
Bob Cudmore	Laura Roberts, .5				
Laura Roberts, .5	Steve Evans**				
Steve Evans					
Staff Total	Staff Total	Staff Total	Staff Total	Staff Total	Staff Total
17.5	16.5	12.5	10.5	10.5	9.5
Staff			1	1	1
Vacant					

* Changed Jobs

** Retired

*** This budget was permanently reduced by \$73,000 during this year.

****Meg Rowles resigned in August 2006

When Bob Cudmore retired 1/2 his responsibilities remained with Purchasing and 1/2 went to Physical Facilities.

When Steve Evans retired his whole responsibilities went to Printing and Graphics.

Lane Community College				
Comparison of similar Community Colleges in Oregon				
	Lane Community College	Chemeketa Community College	Mt. Hood Community College	Clackamas Community College
Student FTE*	11,022	11,092	8,358	8,204
Total operating expenses 6/30/2005	\$123,265,023	\$92,899,619	\$76,223,000	\$56,314,458
Student Financial Aid Grants**	\$33,197,036	\$10,226,190	\$6,378,402	\$7,999,179
Other Grants**	\$7,167,843	\$19,937,704	\$23,249,598	\$6,260,629
	Manager :	Manager :	Manager :	
	1 FTE Manager	1.5 FTE Managers	1 FTE Manager	2 FTE Managers
	Accounts Payable:	1 FTE Administrative Secretary	Accounts Payable:	2 FTE Accountants
	2.5 FTE Accounting Specialists	Accounting:	1.5 Staff, however Mt. Hood is having a difficult time getting Accounts Payable done with 1.5 staff.	2 FTE Accounts Payable Clerks
	Accounting:	2 FTE Accounting Support Specialists		1 FTE G/L, Financial Aid Accountant
	1 FTE Project Coordinator	3 FTE Accountants		1 FTE Grant Accountant
	2 FTE Accountants	Accounts Payable:	Accounting:	1 FTE General Ledger Bookkeeper
	Grants Accounting:	2 FTE Accounting Support Specialists	3 FTE Accountants	1 FTE Purchasing Coordinator
	3 FTE Accountants	.5 Office Assistant	Purchasing:	1 FTE Purchasing Administrative Assistant
	Purchasing:	Contracts:	1.5 Staff	
	1 FTE Procurement Specialist	1 FTE Contract Management Analysis	Grants:	
		Purchasing:	1 FTE Supervisor	
		1 FTE Purchasing Management Analyst	3 FTE Billings & Grants Reports Staff	
	9.5 FTE Staff	12 FTE Staff	11 FTE Staff	11 FTE Staff
	1 Staff FTE is vacant			
* Per The Oregon Community College 2003-2004 Profile, Table 5A				
** Per the college's 6/30/2005 audit reports				
Prepared 3/8/2006				