

**Unit Name: College Finance - Investments/Disbursements****Service is essential to the operation of the college**

<b>Functions performed by unit that are critical/essential to operations of the college</b>	<b>Consequences of not performing service</b>	<b>Legal, regulatory, board policy, contractual citations</b>	<b>Other options for performing service</b>	<b>Why is the service "essential"?</b>
Print Payroll checks	Employees will not be paid.	BOARD POLICY # A.050 #3, regulatory statues and union agreements.	Human Resources could perform this function, but it is better to have a segregation of duties.	To pay employees
Print manual Payroll checks	Employees will not be paid.	BOARD POLICY # A.050 #3, regulatory statues and union agreements.	Human Resources could perform this function, but it is better to have a segregation of duties.	To pay employees
Transmit LADD	Employees will not be paid.	BOARD POLICY # A.050 #3, 4, regulatory statues and union agreements.	Human Resources could perform this function, but it is better to have a segregation of duties.	To pay employees.
Print Financial Aid checks	Students will not receive awarded financial aid.	BOARD POLICY # A.050 #3	Lane could go to a debit card system, but the benefits and cost have yet to be determined.	To issue students their financial aid/refund.
Review, prepare, enter vendor invoices and print Accounts Payable checks	Vendors will not receive payment. Lane's credit rating will fall.	BOARD POLICY # A.050 #3	Outsource	To keep in good standing with the community.
Print Interim checks	Garnishments, Sect 125, PERS, Insurances will not be paid within guidelines.	BOARD POLICY # A.050 #3	None	To stay within the guidelines set by Board policy
Process Check Requests	Employees and vendors not reimbursed or paid	BOARD POLICY # A.050 #3	Outsource	To stay within the guidelines set by Board policy
Coordinate and Monitor Purchasing Card Program	Mismanagement of funds	BOARD POLICY #A.050 #3 #8 & #11	None	Maintain the integrity of the program. Guard against misuse of public funds and uphold community trust.

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Travel Program - review travel forms and reconcile backup.	Employees would have to prepay all travel and not be reimbursed in a timely manner.	BOARD POLICY #A.050 #3	Outsource. Lane could change to a per diem rate reimbursement, but that would simplify one quarter of the travel form process.	To further the employees professional and personal development that ultimately benefits the student.
Research, prepare, and mail 1099's	Out of compliance with Federal guidelines that would incur large penalties.	BOARD POLICY #A.050 #3,#4, #8, #11 and Federal laws and guidelines	Outsource	To stay in compliance.
Banner Help	Admins don't receive pertinent information and can not adequately perform financial duties.		Stop helping peers. They can look up the question in the Banner Bookshelf.	For accurate financial reporting.
Vendor Set Up into Banner System	Payments will not be made to appropriate company/vendor. 1099 information will not be available.	BOARD POLICY #A.050 #3,#4, #8, #11 and Federal laws and guidelines	Outsource. Departments can not do this themselves because of risk of creating duplicate L numbers for the same vendor.	Essential to pay vendors and stay in compliance with budget and financial policies
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	
Fill out credit applications	refusal of service or service on a cash only basis.		Department requesting application fill them out	
Bond Expenditures Worksheet	Wouldn't know amount to transfer to B of A		Was Sue McDonald's task-give back to Alan Feldmayer.	
Purchase orders and office supply orders	This task just shifts from the Investment/Disbursement team to the rest of the office.		Everyone order their own supplies	
Filing	Information not easily accessible.	BOARD POLICY # A.050 #11	File by pay date instead of by vendor. Would all but eliminate this procedure. Accurate filing is essential for adherence to administrative rules and for easy retrieval by College employees and auditors	
Open and Distribute Department Mail	Paperwork not received in a timely manner. This task just shifts from the Investment/Disbursement team to the rest of the office.		Every person in the department can look for their own mail. Essential for distribution of time sensitive materials (returned financial aid and payroll checks, banking documentation and invoices due)	

Unit Name: Investments/Disbursements								
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 &
<b>RESOURCES</b>								Managers:
General Fund Allocation (including transfers from GF)								Classified: 2 & 1/2
Other Revenue (list sources):								Faculty:
<b>Total Resources</b>	-	-	-	-	-	-	-	
<b>EXPENDITURES</b>								
<b>Salaries + OPE</b>								
Managers			94,988					
Classified			127,089	121,985	116,833	120,054		
Part-time 04								
Total Salaries + OPE	-	-	222,077	121,985	116,833	120,054		
<b>M&amp;S</b>			42,295	31,115	32,748	26,301		
<b>Capital Outlay</b>								
<b>Total Expenditures</b>	-	-	<b>264,372</b>	<b>153,100</b>	<b>149,581</b>	<b>146,355</b>		

<b>Unit Name: Investments/Disbursements</b>					
<b>Cost Effectiveness</b>					
<b>Comparator</b>	<b>Annual Cost</b>	<b>Cost Basis</b>	<b>Function</b>	<b>FTE</b>	<b>Notes</b>
<b>Outsourcing (list options)</b>					
Accountemps	\$40,726 - \$46,800 per full-time person				Temps would need significant training on the Banner system & College policies
<b>Other OCC Schools (list)</b>					
<b>Industry Standards (list)</b>					
<b>Other (list)</b>					
<b>Cost Effectiveness</b>					
<b>Function</b>	<b>Annual GF Cost</b>	<b>Annual Benefit/Savings</b>	<b>Notes</b>		

<b>Unit Name: Investments/Disbursements</b>						
<b>Utilization</b>						
<b>Indicator</b>	<b>FY00-01</b>	<b>FY01-02</b>	<b>FY02-03</b>	<b>FY03-04</b>	<b>FY04-05</b>	<b>FY05-06 YTD</b>
Vendor setups		5,000			720	480
1099's		150	168	149	157	200
P-Cards					2,544	2,016
Travel reimbursements					1,260	840
Check Requests					1,300	866
AP checks printed		12,816	15,605	13,388	13,067	8,371
FA checks printed		15,041	17,114	20,559	19,284	13,243
Payroll checks printed			17,544	15,208	12,649	6,548
Payroll check runs per year				137	130	77
Vendor invoices			26,802	23,791	23,167	13,841
Banner help		1,000	360	360	360	250
Transmit LADD		12	24	24	24	16