

# Santa Rosa Junior College

## Program Resource Planning Process

### Fiscal Services 2017

#### 1.1a Mission

The mission of the Fiscal Services area is to provide superior fiscal and informational support, at all of our sites, to all of our students, faculty, staff, administration, the community, and all other interested parties.

#### 1.1b Mission Alignment

The mission of the Fiscal Services area encompasses the mission and values of the District. Without sound fiscal management, the carrying out of the mission of the District could not be properly completed.

#### 1.1c Description

Accounting is responsible for accounts payable, accounts receivable, general ledger, budget, student accounts, deposits, and all other fiscal matters in the District. The Mailroom is responsible for the processing of all incoming and outgoing mail for the District.

Both units serve students, faculty, staff, management, and the public community.

#### 1.1d Hours of Office Operation and Service by Location

The Accounting Office is open Monday through Friday, 8-5.

The Accounting Office on the Petaluma Campus is open Monday through Thursday, 8 a.m. to noon.

The mailroom is open Monday through Friday, 8 a.m. to 5 p.m.

### 1.2 Program/Unit Context and Environmental Scan

The total non-personnel costs look high when compared to the District totals. This is because of the credit card fees, financial software maintenance fees, and District postage costs that come directly from the fiscal services area instead of being allocated across the various departments.

#### 2.1a Budget Needs

The budget is allocated and used effectively. Various large items included in this budget are postage for the District, annual fees for the financial software maintenance costs, and credit card fees for all incoming credit card payments from students.

## 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
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## 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Accountant	40.00	12.00	General Ledger / Year-End Closing
Accountant, Restricted Prgrms	40.00	12.00	Categorical Program Monitoring / Reporting
Accounting Specialist	40.00	12.00	Accounts Receivable
Accounting Specialist	40.00	12.00	Accounts Payable
Accounting Specialist	40.00	12.00	Measure A, Travel
Accounting Specialist	40.00	12.00	Cashiering
Account Technician II	40.00	12.00	Accounts Payable
Account Technician	20.00	12.00	Petaluma Cashiering
Clerical Assistant	40.00	12.00	Mailroom
Administrative Assistant II	40.00	12.00	General Administrative Support

## 2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Senior Director, Fiscal Services	40.00	12.00	Oversees Accounting, Payroll, and Mailroom
Manager, Petaluma Business Services	40.00	12.00	Manages Petaluma Business Services
Budget Coordinator, Confidential	40.00	12.00	Budget Development / Monitoring

## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
STNC - Account Technician	25.00	3.00	Petaluma Cashiering (during peak registration)
Student Worker	25.00	12.00	Cashiering / Clerical Work - This position may be reclassified to an stnc a 4-5 weeks a year to cover duties in Plover when we must staff the cashier's office
Student Worker	25.00	12.00	Cashiering / Clerical Work
Student Worker	25.00	12.00	Cashiering / Clerical Work

## 2.2d Adequacy and Effectiveness of Staffing

The staffing ratios of the Fiscal Services area are consistently below the District wide average, as are the average salary costs of the unit, showing a highly efficient and low cost program, especially taking into account the level of output coming from those areas. There is a future need of a 1.0 FTE Account Technician in the Accounting Office to staff the Plover cashier room. All current classified and management employees are being used effectively and efficiently. There is a need in this area is to reorganize the Budget Coordinator position to an Accounting Manager position in order to relieve the Senior Director, Fiscal Services from some direct supervisory duties and other projects/assignments.

## 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
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0002	Santa Rosa	07	07		Account Technician	Classified
0002	Santa Rosa	07	07	Budget Coordinator	Accounting Manager	Management

## 2.3a Current Contract Faculty Positions

Position	Description
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### 2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
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### 2.3c Faculty Within Retirement Range

### 2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

### 2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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### 2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

### 2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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### 2.4d Non-Instructional Equipment, Software, and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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### 2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
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## 2.5b Analysis of Existing Facilities

The Accounting Office on both campuses have been remodeled, are student friendly, and easily accessible for disabled students.

## 3.1 Develop Financial Resources

The Fiscal Services areas directly support the District in it's development of financial resources.

## 3.2 Serve our Diverse Communities

The fiscal services area has numerous employees from diverse backgrounds and promotes sensitivity to diversity, which is higher than the employee demographic data but lower than the student demographic. During the interviewing process, a minimum of one question about support and understanding of diversity is asked of potential employees in each interview, as well as asking for a statement on diversity in the original screening packet. This ensures that all applicants recognize how important the understanding and supporting of cultural differences are to the District and specifically, the Fiscal Services area. There are bilingual stipends offered to some of the employees in the areas that have a significant amount of student contact. Our area is a no tolerance area for any type of discrimination or harassment.

## 3.3 Cultivate a Healthy Organization

All Classified employees are encouraged to continue to pursue their educational goals using release time and tuition reimbursements, as well as attend conferences and other important opportunities to stay current in their areas.

## 3.4 Safety and Emergency Preparedness

Shannon O'Reilly for the Santa Rosa Campus.

Some employees from the department have been doing trainings to ensure we are not only ready when there is a disaster but that the District will be able to seek reimbursement from State and Federal Aid programs if necessary.



## 4.2b Narrative (Optional)

## 5.0 Performance Measures

### **2015/16 Accounting Transactions Processed: 14,090**

Budget Transfers	1,810
Interfund Transfers	268
Hourly Encumbrances	129
Cash Receipts	3,523
General Journals	1,494
PAFs	2,000 (est.)
Santa Rosa POs generated	29
Petaluma PO's generated	214
1099s generated	358
Invoices generated	2,180

### **2015/16 Checks Printed: 38,715**

Accounts Payable	12,262
Clearing	86
Federal Student Funds	47
Fidelity	0
Foundation	6,023
Payroll Revolving	8
Revolving	3,324
Shone Farm Foundation	97
Student Funds	16,762
Student Loans	69
Union Bank	37

### **2015/16 Pieces of Mail Processed: 543,386**

**2015/16 Budgets Entered: \$331,884,897 (All funds)**

**2015/16 Clearing Deposits:     \$28,426,610 Santa Rosa  
  \$201,205 Petaluma**

**2015/16 Parking Money Counted: \$578,450**

**2015/16 Categorical Programs Monitored: 121**

### 6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0000	ALL	05	07	Sustainability	Employee Reimbursements paperless	Done	Employee reimbursements are online, travel being researched and tested
0001	ALL	05	07	Sustainability	Process Paperless Transfers	Two years	Completed
0001	ALL	05	07	Sustainability	Have all warehoused paperwork required to be kept be scanned in rather than hard copy	Three Years	Currently in progress, should be competed by late 2018
0001	ALL	08	06	Institutional effectiveness	Accounting website more interactive and helpful for students	Three years	Completed and rolling out in April 2017



## 6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
ALL	The Fiscal Services area directly or indirectly supports every department in the District and has historically been a District supportive, customer service driven area. After reviewing all performance measures and PRPP data, this past year was no exception.

## 6.2b PRPP Editor Feedback - Optional

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### 6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	05	07	Sustainability	PAF's and Timesheets electronic	Three years	In process
0002	ALL	05	07	Sustainability	Employee Reimbursements electronic	Three years	Employee payments complted, travel reimbursements in process
0003	ALL	05	07	Sustainability	Have all warehoused paperwork required to be kept be scanned in rather than hard copy	Three Years	Currently in process, should be completed by late 2018