

**District Services Administrative Unit Reviews (AUR)**  
**Annual Update Summary 2012-2013**  
**Accounting and Budget**

**1. Major Accomplishments from 2011-2012 & 2012-2013 (Completed Outcomes/Action Steps)**

- Work collaboratively with college staff to meet deadlines to prepare the District Budget. With written monthly reminders the colleges found it helpful to stay on task and meet district budget deadlines. We will continue to be proactive and send out these reminders each year.
- Completed the Implementation Plan to become Fiscally Accountable
- Developed BP and AR for Cash Handling
- All regular Board item submittals have been reviewed and revised to improve information provided
- Participated in BPA sessions for accounting and budget processes

**2. Major Focus for 2013-2014 (In Progress and New Objectives)**

- BPA – Business Process Analysis – Use BPA documents to improve processes.
- Fiscal accountability - The implementation process is right on schedule and moving forward with our completion date to begin of July 1<sup>st</sup> 2014.
- HR/finance Systems Replacement Project steering committee - Still meeting regularly with the interview/selection process between two vendors.

**3. Major changes in budget, staffing, facilities/technology infrastructure**

None at this time.