

**Department of Finance and Operations
Improvement Plan
2013-2014**

District Key Result: Safe, Comfortable Environment and Effective and Efficient Operations

Personal Goal: Facilitate a smooth and seamless transition to a new Payroll Supervisor

Supporting Data (evidence of need): We have had excellent payroll and related accounting service for the past 35 years with our retiring Payroll Supervisor. Our reporting functions and payroll service have been on time, accurate, and with minimal errors. Payroll salary and benefits represent about 66% of our total budget and therefore, efficiency and accuracy in this area is paramount to our continued financial reporting success and fiscal health.

Measures:	Targets:
1. Budget accuracy as reported by the 2013-14 audit	1. Unofficial results available by 9/1/14. Budget to actual variance is under 1.0%
2. All state and federal reports filed by their deadlines	1. Zero missed deadlines
3. All payroll pay dates are met and staff are paid accurately	1. All pay dates are met on time and there are minimal issues.

Strategies	Person(s) Responsible	Timeline
1. Hire the best candidate available	Gary Kawlewski, Miranda Kramer, and Moreen Martell	11/18/13 tentative start date
2. Train new employee through one full payroll cycle	Gary Kawlewski, Miranda Kramer, and Diane Casselius	By 12/15/13
3. Provide necessary training on district payroll software and related reporting agency websites to ensure reporting accuracy	Gary Kawlewski, Miranda Kramer, and Diane Casselius	Ongoing as needed
4. Review all payroll documentation for completeness and accuracy	Gary Kawlewski, Miranda Kramer, and Diane Casselius	By 12/27/13

To be completed in June:

Accomplished: Yes No but not our fault In Progress

Actual Results:

Future Steps: