

Department of Administrative Services

STATE CONTROLLER'S DIVISION

PERFORMANCE MEASURE REPORT

FISCAL YEAR 08

QUARTER 4 RESULTS

(4/01/08–6/30/08)

Performance Measure Tracking FY08 (Q4)

ADMIN	<i>Administrative Services</i>
OSPS	<i>Oregon Statewide Payroll Services</i>
SARS	<i>Statewide Accounting & Reporting Services</i>
SFMS	<i>Statewide Financial Management Services</i>
SCS	<i>Shared Client Services</i>
SFS	<i>Statewide Financial Services</i>

Biennium Year 07-09

Quarter 4: 04/08–06/30/08

Quarter 3: 01/08–03/31/08

Quarter 2: 10/07–12/31/07

Quarter 1: 07/07–09/30/07

Quarter 8: 04/07–06/30/07*

* FY07

Division Administrative Services Performance Measures

Objective 1 – Percent of Customers Satisfied with SCD's Services – Reported Annually

	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
Target	90%	N/A	N/A	90%	N/A
Results ^(a)	88%	N/A	N/A	81%	N/A

(a) Comment: Objective 1 Results are based on the DAS Annual Customer Survey, an average of top scores for SCD. For details, see link to [SCD Customer Service Survey Results for 2008](#), page 3. The target goal is determined by the DAS Director for all divisions.

PERFORMANCE INDICATORS/RESULTS	TARGET	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
PM 1-1 Percentage of customers rating SCD overall timeliness as good or excellent from the annual <i>DAS Customer Survey (avg)</i>	90%	91%	N/A	N/A	85%	N/A
PM 1-2 Percentage of customers rating SCD overall accuracy as good or excellent from the annual <i>DAS Customer Survey (avg)</i>	90%	89%	N/A	N/A	85%	N/A
PM 1-3 Percentage of customers rating SCD overall helpfulness as good or excellent from the annual <i>DAS Customer Survey (avg)</i>	90%	90%	N/A	N/A	83%	N/A
PM 1-4 Percentage of customers rating SCD overall expertise as good or excellent from the annual <i>DAS Customer Survey (avg)</i>	90%	N/A ^(a)	N/A	N/A	82%	N/A
PM 1-5 Percentage of customers rating SCD's overall availability of information as good or excellent from the annual <i>DAS Customer Survey (avg)</i>	90%	85%	N/A	N/A	78%	N/A
PM 1-5 Percentage of customers rating SCD's overall services as good or excellent from the annual <i>DAS Customer Survey (avg)</i> ^(b)	90%	89%	N/A	N/A	-	N/A
PM 1-6 Percentage of customers rating SCD overall rapport as good or excellent from the annual <i>DAS Customer Survey (avg)</i> ^(c)	90%	88%	N/A	N/A	-	N/A
PM 1-7 Percentage of customers rating SCD overall policy & clarity as good or excellent from the annual <i>DAS Customer Survey (avg)</i> (<i>changed from follow-thru</i>)	90%	81%	N/A	N/A	76%	N/A
Total Average		88%			81%	N/A

(a) The data was lost for this item by the survey tool used.

(b) This question not asked this year.

(c) This question not asked this year.

Objective 2 – Percent of Employees Satisfied with Job

	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
Target	N/A	N/A	80%	N/A	N/A
Objective 2 Results ^(a)	N/A	N/A	76%	N/A	N/A

(a) Comment: Objective 2 Results were based on *DAS Annual Employee Survey* conducted annually. Results were released in December of 2007 and reported in Fiscal Quarter 2. See PM 2-7 below. In addition, SCD also collects and monitors results of quarterly indicators in support of employee satisfaction. These are PM' 2-1 through PM 2-6, below.

PERFORMANCE INDICATORS/RESULTS	TARGET	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
PM 2-1 Percent of employees completing at least 5 hrs. of training per quarter (Goal=20 hours per year per employee).	25%	57%	23%	25%	38%	45%
PM 2-2 Percent performance reviews completed on time	95%	100%	100%	100%	100%	100%
PM 2-3 Percent of positions with no turnover (retention of employees)	85%	88%	78%	88%	88%	90%
PM 2-4 Number of section email updates completed (communication)	70%	78%	72%	70%	67%	67%
PM 2-5 Number of division management meetings completed (communication)	90%	67%	100%	83%	100%	83%
PM 2-6 Administrative cost per SCD employee	Not >\$2,000	Met	Met	Met	Met	Met
PM 2-7 Percentage of SCD employees rating SCD overall as good or excellent in the <i>DAS 2007 Employee Survey</i> , results were available in December. ^(a)	80%	N/A	N/A	76%	N/A	N/A
PM 2-8 Percentage of Improvements made from Employee survey (SCD 2006) ^(b)	25% qtr	75%	82%	100%	N/A	N/A
PM 2-9 Employee Safety: Annual number of SAIF claims per 49.5 FTE ^(c)	0	0	0	0	0	0
PM 2-10 Employee Notified of Evacuation Procedures ^(d)	Y	-	-	-	Y	Y

(a) Annual reporting.

(b) This PM ended when the tasks were completed.

(c) This data is provided by DAS Employee Services.

(d) This is a new PM as of February 08

[Back to index](#)

Oregon Statewide Payroll Services Performance Measures

Objective 1 – Cost Per Paycheck

	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
Target	\$3.98	3.84	3.84	3.84	3.84
Objective 1 Results	\$3.98	3.84	3.84	3.84	3.84

PERFORMANCE INDICATORS/RESULTS	TARGET	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
PM 1-1 Number of checks processed per payroll FTE	23,518	20,324	28,698 ^(a)	23,400	21,358	22,583
PM 1-2 Percent of ACH paychecks	76%	83%	85%	84%	85%	84%
PM 1-3 Number of manual checks produced	3,327	3,386	5,666 ^(b)	4,281	2,922	3,036
PM 1-4 Percent of manual checks printed within 24 hours	100%	100%	100%	100%	100%	100%

(a) Comment: Increase due to retro pay for COLA

(b) Comment: Spike due to seasonal and emergency workers

Objective 2 – Percentage of W-2 Corrections Printed

	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
Target	<1%	<1%	<1%	<1%	<1%
Objective 2 Results	<1%	<1%	<1%	<1%	<1%

PERFORMANCE INDICATORS/RESULTS	TARGET	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
PM 2-1 Number of months in reporting period IRS penalty was not incurred	3	3	3	3	3	3
PM 2-2 Number of training hours provided by payroll staff	100	433 ^(a)	128	122	312	190
PM 2-3 Number of checks cashed early	9	4	6	14	9	8
PM 2-4 Number of days beyond Nov. 1 year-end closing procedures are published	0	NA	NA	0	NA	N/A
PM 2-5 Number of days to process monthly savings bond purchases	5	2 ^(b)	3	1.6	2	2.3

(a) Comment: Special BOLI training.

(b) Comment: Re-engineered process.

[Back to index](#)

Statewide Accounting & Reporting Services Performance Measures

Objective 1 – Years out of last 5 a Clean Audit Opinion was Received on the State's CAFR

	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
Target	N/A	N/A	5 years	N/A	N/A
Objective 1 Results	N/A	N/A	5 years	N/A	N/A

Comment: Reported annually (Quarter 2 & Quarter 6).

PERFORMANCE INDICATORS/RESULTS	TARGET	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
PM 1-1 Percentage of agencies earning Gold Star Certificate award ^(a)	90%	N/A	95%	N/A	N/A	N/A
PM 1-2 Number of days from FYE to publish Comprehensive Annual Financial Report (CAFR) ^(a)	178	N/A	N/A	180	N/A	N/A
PM 1-3 Number of days from FYE to publish Budgetary Statement of Legal Compliance (BSLC) ^(a)	178	N/A	N/A	167	N/A	N/A
PM 1-4 Number of years out of last 5 GFOA Certificate of Achievement for Excellence in Financial Reporting awarded to State Controller's Division ^(a)	5	N/A	5	N/A	N/A	N/A

(a) Comment: Reported annually.

Objective 2 – Percentage of Agencies Earning Gold Star Certificate

	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
Target	N/A	90%	N/A	N/A	N/A
Objective 2 Results	N/A	95%	N/A	N/A	N/A

Comment: Reported annually.

PERFORMANCE INDICATORS/RESULTS	TARGET	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
PM 2-1 Percentage of agencies completing CAFR disclosure forms by due date ^(a)	90%	N/A	98%	N/A	N/A	N/A
PM 2-2 Training hours provided to agency accountants	200	405	110	320	61	305
PM 2-3 Percentage of agencies disclosing no violations of legal or contractual provisions ^(a)	100%	N/A	98%	N/A	N/A	N/A
PM 2-4 Percentage of planned policy changes in the Oregon Accounting Manual made during the fiscal year ^(a)	90%	95.1%	N/A	N/A	N/A	70% ^(c)
PM 2-5 Percentage of customers rating policies as effective with clear direction ^(b)	–	N/A	N/A	N/A	75.8	N/A

(a) Comment: Reported annually.

(b) Comment: New performance measure Quarter 5; data will come from DAS survey.

(c) Comment: Lower result due to timing of transition from former to new SARS manager.

Objective 3 – Percentage of Federal Reporting Deadlines Met by Agencies and by SARS

	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
Target	100%	N/A	100%	N/A	100%
Objective 3 Results	100%	N/A	80%	N/A	100%

Comment: Reported annually.

PERFORMANCE INDICATORS/RESULTS	TARGET	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
PM 3-1 Annual CMIA (cash management agreement) in place by July 1 ^(a)	Met	Met	N/A	N/A	N/A	Met
PM 3-2 CMIA annual report submitted by December 31 ^(a)	Met	N/A	N/A	Met	N/A	N/A
PM 3-3 Annual Schedule of Expenditures of Federal Awards submitted by March 31 ^(a)	Met	N/A	N/A	N/A	Met	N/A
PM 3-4 Annual Arbitrage Certifications submitted by agencies by October 31 ^(a)	Met	N/A	N/A	Met	N/A	N/A
PM 3-5 Annual A87 Statewide Cost Allocation Plan submitted by December 31 ^(a)	Met	N/A	N/A	Not Met ^(b)	Met ^(b)	N/A

(a) Comment: Reported annually.

(b) At the suggestion of the Federal Division of Cost Allocation (DCA), we requested and were granted an extension through February 29, 2008 because DCA has not completed their review of the prior year SWICAP. Ending net asset balances are needed for the current year beginning net asset balances.

[Back to index](#)

Statewide Financial Management Services Performance Measures

Objective 1 – Outstanding G/Fund Bank Reconciliation Items Over 60 Days from Last Reconciliation

	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
Target	5	5	5	5	5
Objective 1 Results	2	5	8	8	4

PERFORMANCE INDICATORS/RESULTS	TARGET	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
PM 1-1 Number of warrants issued ^(a)	140,000	146,885	145,013	151,446	143,352	147,495
PM 1-2 Number of payments made via direct deposit	12,000	12,621	12,711	13,578	13,233	14,671 ^(b)
PM 1-3 Number of vendors signed up for direct deposit (net gain)	200	168	166	172	184	192
PM 1-4 Number of forged warrants unresolved during reporting period	2	2	2	2	2	2
PM 1-5 Number of batches remaining unresolved at end of month close	40	140	378	225	70	184
PM 1-6 Number of agencies with unresolved batches at end of month close	15	9	7	19	15	15
PM 1-7 Percentage of warrants expired vs. issued (annual)	.50%	N/A	N/A	.84%	N/A	N/A

(a) Comment: Warrants/ACH were budgeted at 150,000 per quarter.

(b) Comment: Agencies use of direct deposit continues to grow.

Objective 2 – Service Maintenance Requests (SMRs) Completed During Reporting Period

	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
Target	30	35	35	35	35
Objective 2 Results	47	52	52	51	39

PERFORMANCE INDICATORS/RESULTS	TARGET	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
PM 2-1 Total number of hours for SFMS to finalize SMRs completed during reporting period	200	3366 ^(a)	185	486	397	396
PM 2-2 Total number of outstanding SMRs	30	14	29	23	23	16
PM 2-3 Total number of SMRs received during reporting period	N/A	36	67	46	51	32

(a) Comment: Total quarter hours include two long term projects completed this quarter.

Objective 3 – Number of Training Hours Provided to Agency Accountants

	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
Target	350	200	200	200	200
Objective 3 Results	458	454	324	549	566

PERFORMANCE INDICATORS/RESULTS	TARGET	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
PM 3-1 Number of pages of formal documents published for agency use	80	163	27	107	198	35

Objective 4 – Percentage of 1099-Misc Forms Issued vs. Notice 972CG Errors (% of 1099's that are not a match with the IRS)

	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
Target	N/A	2%	N/A	N/A	N/A
Objective 4 Results	N/A	1.7%	N/A	N/A	N/A

Comment: Reported annually.

PERFORMANCE INDICATORS/RESULTS	TARGET	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
PM 4-1 Percentage of W-9s sent to vendors vs. W-9s received back	75%	68%	75%	70%	91%	93%

Objective 5 – Number of SFMA Inbound Interfaces in Production (SFMA System testing required due to new activity from agencies)

	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
Target	85	90	90	90	90
Objective 5 Results	83	85	84	84	84

Comment: Often a new interface(s) is created to replace one or more existing agency interfaces and could result in an overall net decrease to the number of SFMA inbound interfaces.

PERFORMANCE INDICATORS/RESULTS	TARGET	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
PM 5-1 Number of new production interfaces migrated in reporting period	4	0	1	1	0	0
PM 5-2 Total count of interfaces in Acceptance test status at end of reporting period	6	4	2	2	1	5
PM 5-3 Number of existing interfaces removed and/or replaced by new production interface (# 5-1)	2	3	4	3	2	6

[Back to index](#)

Shared Client Services Performance Measures

Objective 1 – Percentage of Accountants Receiving Gold Star Certification

	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
Target	N/A	N/A	N/A	100%	N/A
Objective 1 Results	N/A	N/A	N/A	100%	N/A

Comment: Overall services reported annually.

PERFORMANCE INDICATORS/RESULTS	TARGET	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
PM 1-1 Percent of agencies receiving Gold Star Certification	100%	N/A	N/A	N/A	100%	N/A
PM 1-2 Percentage of CAFR submissions requiring no further action	100%	N/A	100%	N/A	N/A	N/A
PM 1-3 Percent of ORBITS/PICS transmittals submitted to and accepted by BAM by deadline	100%	N/A	N/A	100%	100%	100%
PM 1-4 Percent of agency allotment plans returned within 2 weeks	100%	100%	100%	100%	100%	100%

Objective 2 – Percent of Client Agencies "Satisfied" or "Highly Satisfied" with SCS Services

	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
Target	N/A	N/A	N/A	N/A	N/A
Objective 2 Results	N/A	N/A	N/A	N/A	N/A

Comment: Reported biennially.

PERFORMANCE INDICATORS/RESULTS	TARGET	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
PM 2-1 Average number of days agency invoices are processed	5	1.59	1.66	2.60	2.14	1.91
PM 2-2 Percent of agency reports distributed within two working days	100%	100%	100%	100%	100%	100%
PM 2-3 Number of agencies requesting duplicate reports	0	0	0	0	0	0

[Back to index](#)

Statewide Financial Services Performance Measures

Statewide Accounts Receivable Management

Objective 1 – Net Receivable Reported to Revenue

	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
Target	N/A	N/A	N/A	<15%	N/A
Objective 1 Results	N/A	N/A	N/A	13.84%	N/A

Comment: Reported annually.

PERFORMANCE INDICATORS/RESULTS	TARGET	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
PM 1-1 Dollar collection rate on liquidated and delinquent accounts ^(a)						
PM 1-1a ~ State Agency dollar collection rate on liquidated and delinquent accounts	20%	N/A	N/A	N/A	25.40%	N/A
PM 1-1b ~ Other Agency Account Unit dollar collection rate on liquidated and delinquent accounts	8%	N/A	N/A	N/A	8.64%	N/A
PM 1-1c ~ Private Collection Firm dollar collection rate on liquidated and delinquent accounts	2.5%	N/A	N/A	N/A	2.12%	N/A
PM 1-2 Statewide account turnover rate ^(b)	>100%	N/A	N/A	N/A	97.2%	N/A
PM 1-3 Total amount of interagency delinquencies ^(c)	<100K	N/A	N/A	N/A	\$1,412,795 ^(c)	N/A

(a) Comment: This PM has been broken into its three components: State Agencies, the Department of Revenue's Other Agency Accounts Unit, and Private Collection Firms.

(b) Comment: In order to reduce the state's existing inventory of delinquent accounts, account turnover must exceed 100%.

(c) Comment: We continue to work with agencies to reduce interagency delinquent accounts. Over \$1.7 million was owed to DAS including \$537,000 for a one time program cost that was not budgeted as well as \$1 million for personal services related to the transfer of duties to the State Data Center.

Statewide Accounts Receivable Management, Continued

Objective 2 – Number of ARCC Meetings & Training Sessions Held During Reporting Period

	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
Target	4	4	4	4	4
Objective 2 Results	7	6	5	4	4

Comment: Reported annually.

PERFORMANCE INDICATORS/RESULTS	TARGET	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
PM 2-1 Number of pages in OAM policies and planning documents finalized during reporting period.	8	33	12	55 ^(a)	37	9 ^(b)
PM 2-2 Number of training hours provided to agency A/R staff	50	30	132	21	32	0 ^(c)

(a) Skip tracing RFP drafted for legal review.

(b) Comprised of legislative concept forms for 4 concepts proposed by SCD-SFS.

(c) Focus for the quarter included:

Legislative concepts

DHS – ICM review of vendor proposals

Skip Tracing RFP proposal reviews

SPO Invoicing/Collection system requirements documentation

Collection contract renewals

Other projects including BCP and XBRL

E-Commerce Operations Performance Measures

Objective 1 – Total Dollars Processed (Annually)

	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
Target	N/A	N/A	N/A	\$36,000,000	N/A
Objective 1 Results	N/A	N/A	N/A	\$37,717,981	N/A

Comment: Reported annually, Quarter 7 and Quarter 3.

PERFORMANCE INDICATORS/RESULTS	TARGET ^(b)	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
PM 1-1 Year-over-year growth—reported annually, in Quarters 3 & 7	>40%	N/A	N/A	N/A	>37.5%	N/A
PM 1-2 Average cost of merchant fees—reported annually in December ^(a)	<3%	N/A	N/A	N/A	<3%	N/A
PM 1-3 Total number of agencies online	14	13	14	14	15	18
PM 1-4 Total number of agency programs online ^(c)	22	17	18	18	19	22

(a) Comment: This data is used to monitor the cost of merchant processing fees across the state.

(b) Targets adjusted Quarter 1, 3 & 7.

(c) Single agency, multiple stores.

Objective 2 – SecurePay (SPA) Meetings and Training Sessions Held During Reporting Period

	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
Target	3	3	3	2	2
Objective 2 Results	5	6	6 ^(a)	2 ^(a)	9

(a) Comment: Training hours are presentations to oncoming agencies and SPA training for agencies working on E-Commerce projects

PERFORMANCE INDICATORS/RESULTS	TARGET	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
PM 2-1 Number of pages of SPA Manual, OAM policy updates, and Incident Response Plan finalized during reporting period	10	2	0	20	0	3
PM 2-2 Number of training hours provided to agency finance, program, and IT staff	120	606 ^(a)	90	168	173 ^(b)	275 ^(c)

(a) Comment: We provided several statewide trainings of payment card industry data security standards to agencies.

(b) Comment: 11 sessions with different agencies presented to finance, program and IT staff. SecurePay training.

(c) Comment: 9 sessions; 3 statewide presentations to finance, program & IT; SecurePay training for various agencies.

Internal Control Performance Measures

Objective 1 – Internal Control-Related Agency Visits and Training Sessions

	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
Target	200	130	200	300	300
Objective 1 Results	387	134	228	604.5	N/A ⁽ⁱ⁾

PERFORMANCE INDICATORS/RESULTS	TARGET	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
PM 1-1 Number of hours of internal control-related agency meetings/visits	100	105 ^(a)	71.5 ^(c)	164 ^(e)	88.5 ^(g)	N/A
PM 1-2 Number of training hours provided to agency finance, program and IT staff	200	282 ^(b)	62.5 ^(d)	64 ^(f)	516 ^(h)	N/A

(a) Comment: DOC Food Services - Fiscal Review

(b) Comment: June 2007 presentation on Internal Controls over Financial Reporting

(c) Comment: DOC Food Services Fiscal Review; Aviation credit card processing review, Real Estate e-commerce review

(d) Comment: Hosted 1 audio conference and made 1 presentation to the Payroll Forum on using the payroll internal control self-assessment tool.

(e) Comment: Contributor at A/P Forum & Annual Spots Card meeting; internal control review (disbursement processing) at Oregon Department of Education

(f) Comment: Hosted 2 audio conferences on internal controls (fraud & SAS No. 112)

(g) Comment: Accounting Unit Review at Oregon Department of Education; meetings with SPO, Risk and OST on emergency financial mgmt; wrap-up meeting with DOC executive staff to discuss report on Food Services Fiscal Review.

(h) Comment: Facilitated OSFA 8-hr training on business ethics; hosted 2 audio conferences on internal controls (SAS No. 112 and IC to Improve Operations); coordinated/hosted training session on emergency financial mgmt presented by Deputy Inspector General from the Department of Homeland Security.

(i) Comment: No activity due to position vacancy during this reporting period.

Internal Control Performance Measures, Continued

Objective 2 – Internal Control Policies, Guidelines, Audit Responses Finalized

	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
Target	13	13	13	13	13
Objective 2 Results	30	3	13	18	N/A ^(g)

PERFORMANCE INDICATORS/RESULTS	TARGET	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
PM 2-1 Number of pages of OAM new policies and updates	4	0	0 ^(b)	0	0	N/A
PM 2-2 Number of pages of Internal Control Guidebook/checklists/tools added or updated	5	30 ^(a)	3 ^(c)	4 ^(d)	18 ^(f)	N/A
PM 2-3 Number of pages of formal responses to SOS audit findings, formal reviews of agency operations	2	0	0	9 ^(e)	0	N/A
PM 2-4 Number of pages of agency policies reviewed	2	0	0	0	0	N/A

(a) Comment: Internal Control Self-Assessment Tools completed (26); published *In Control* newsletter (4)

(b) Comment: Update to OAM 10.60.00 completed - will be reported in Quarter 2; update to OAM 10.35.00 - Credit Cards is at OST for comments; EISPD has not gotten back to us concerning OAM 10.50.00 – no further action taken.

(c) Comment: Completed initial definitions (158 line items) for XBRL taxonomy project sponsored by AGA

(d) Comment: Published December 2007 issue of the *In Control* newsletter

(e) Comment: Finalized review of e-commerce/credit card processing controls at Real Estate and Aviation

(f) Comment: Published white paper on Emergency Financial Management.

(g) Comment: No activity due to position vacancy during this reporting period.

Internal Control Performance Measures, Continued

Objective 3 – Legislative Coordination

	QTR 8	QTR 1	QTR 2	QTR 3	QTR 4
Target	1600 ^(a)	N/A	N/A	150 ^(a)	N/A
Objective 2 Results	1777	N/A	N/A	128	N/A ^(c)

(a) Comment: Best estimate of number of bills that will be introduced, amended, enacted and assigned – each new action requires review for changes and possible effects on SCD.

PERFORMANCE INDICATORS/RESULTS	TARGET	QTR 8	QTR 1 ^(a)	QTR 2 ^(a)	QTR 3	QTR 4
PM 3-1 All bills reviewed (including introduced, amended, and enrolled)	1500	1738	N/A	N/A	108 ^(b)	N/A
PM 3-2 Number of bills assigned affecting SCD	100	39	N/A	N/A	20	N/A

(a) Comment: Legislature not in session this quarter.

(b) Comment: 2008 Special Session

(c) Comment: No activity due to position vacancy during this reporting period.

[Back to index](#)