NMHU Unit Strategic Planning: FY22 Plan
Unit name: Business Office
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	PLAN - Unit Goals / Objectives										DO - Implement Plan		STUDY - Assessment			ACT - Improve
Unit	**Unit / Department Objective**	**Purpose of Objective**	**SP Goal 1**	**SP Goal 2**	**SP Goal 3**	**SP Goal 4**	**SP Goal 5**	**Status (New or Ongoing)**	**Timeframe**	**Measureable outcomes**	**Action(s)**	**Budget implication**	**Status (Met, Ongoing, Stop)**	**Outcome(s)**	**Challenge(s)**	**Improvement(s)**
Business Office	Implement an efficient and consistent close process	To create a process that provides timely and accurate general ledger balances				X		Ongoing	Continuous	Timely year end close; Timely audit	Develop monthly/quarterly close procedure	None	Ongoing	In progress	Issues became evident with employee turnover in the business office. Audit findings proved prior concerns about staff work were relevant. Currently, work is being done to fix incorrect and incomplete tasks. This has caused a delay in the close process.	In progress
Business Office	Evaluate and implement 16 new GASB pronouncements	To ensure compliance of governmental accounting regulations				X		Ongoing	June 2022	Successful implementation and evaluation of all new pronouncements, demonstrated by documentation and the general ledger	Work with external CPA firm to assist with implementation. Develop implementation plan with milestones. Complete analysis, necessary journal entries, and policies and procedures to ensure new standards are followed in the future	Yes, cost unknown. Work with outside CPA firm.	Ongoing	Work to start in January 2022	The business office is trying to complete work for the first half of the year.	In progress
Business Office	Assist IT with development of Argos reports	To provide reports and data in a fast, timely and accurate manner				X		Ongoing	Continuous	Complete budget, report of actuals and other ad hoc reports	Work with Argos consultants and ITS to develop working version of HED budget report and report of actuals	Yes, but cost is included in current Argos contract.	Ongoing	Comptroller still needs to review and sign off on trial balance report. Progress has been made to complete the budget and report of actuals but the reports have not been finalized.	Work to complete the audit interfered with the argos work.	In progress