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Unit Review Leader: Delphine Gonzales
Unit Name: Restricted Accounts

1.

What improvements have been planned/implemented:

Quality: Ability to accurately track and monitor key pieces of grant data with significant time savings.

2.
How did you decide that these improvements would benefit your unit or what weakness is the unit trying to improve:

A process that requires adherence to grant regulations coupled with multi-grant variances can leave room for potential errors in reporting.

3.
Measures: what measures are going to be used to determine if the improvements were successful.

Amount of time spent manually entering data into spreadsheets.

3a. Baseline data: the data used to determine improvements were needed

Data on the current amount of time spent manually entering data into spreadsheets.

3b. Target goals: the data that shows your improvements have achieved your goals

Decrease the amount of time spent manually entering data into spreadsheets by 20-50% over all grants.

3c. Current data: where you are currently in reaching your target

The Restricted Accounting department has drafted an outline and informally met with ACC's IT department to review project concept. (see Restricted Accounting Database Specification)

Narrative:

The Restricted Accounting department oversees all grant and gift funds received by ACC, and also handles some funds held in custody accounts for E3 Alliance. The unique nature of each grant, grant accounts do not easily align with ACC's fiscal year and other ACC data systems. Due to grant specific data, some sort of consistency and uniformity with regard to inputting grant data into a common system is preferred. To effectively manage such funds and to ensure compliance, Restricted Accounts is looking to an automated database as a resolve