

2013-14 Goals and Objectives

Buffalo Grove Park District	Dept. <u>Finance Department</u>
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Goal Statement: The Finance Department will provide Human Resources support for the District.

Objectives	Quarter to be Complete	Staff	Status	Comments
The recommendations of the Human Resources Assessment will be implemented by October 31, 2013.	B	John Short	Not Complete	
		Eliza Hollis		
The health insurance options for the District will be researched and a recommendation made to the Board of Commissioners by November 20, 2013.	C	John Short	Not Complete	
Maintain the Employee Recognition Program of the District.	A	Aleta Kahn	Not Complete	
Maintain the leave of absence reports for the full-time staff.	A	John Short	Select One	
Provide support for supervisors using the TimePro time clock program.	A	John Short	Select One	
		Eliza Hollis		

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Goal Statement: The Finance Department will provide reports to demonstrate the fiscal responsibility of the District.

Objectives	Quarter to be Complete	Staff	Status	Comments
The audit will be completed and approved by the Board on September 23, 2013.	B	John Short	Select One	
		Eliza Hollis		
		Aleta Kahn		
The annual Certificate of Achievement in Financial Reporting Award will be applied for by October 31, 2013.	B	John Short	Select One	
Monthly financial reports will be provided to the staff and Board of Commissioners.	A	John Short	Select One	
		Eliza Hollis		
		Aleta Kahn		
The Finance department will assist the Executive Director and staff in preparation of the annual budget.	C	John Short	Select One	
		Eliza Hollis		
		Aleta Kahn		

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Goal Statement: The Finance Department will foster teamwork through collaboration and communication.

Objectives	Quarter to be Complete	Staff	Status	Comments
Assist Risk Manager (or designee) with Accident Reports and Worker's Compensation claim reporting to PDRMA.	A	Aleta Kahn	Not Complete	
		John Short		
Review and update the log of Certificates of Insurance for all vendors as necessary.	A	Aleta Kahn	Not Complete	
Prepare for the implementation of the new RecTrac software.	B	Aleta Kahn	Not Complete	
		John Short		
		Eliza Hollis		