

## **Assessment Plans 2005-2006**

**Unit:**Advancement

### **What assessments are you planning to conduct during 2005-2006?**

- Staffing needs will be reviewed.
  - Alumni association memberships and programs will be measured.
  - The invoicing process will be evaluated. Perform random checks on the tax receipt processing timeline. Reconcile monthly bank statements with accounting system on a monthly basis.
  - An unqualified audit will be completed. Improve financial processes to facilitate collection and redistribution of donations.
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