



**ADMINISTRATIVE SERVICES  
PLANNING COUNCIL  
MINUTES**

March 8, 2007

The Administrative Services Planning Council was held on March 8, 2007. The meeting was called to order at 3:30 p.m. by Bonnie Dowd.

Roll Call

Members Present: Akins, Brazeau (ASG Rep), Cruz, Ellis, Faulkner, Jay, Sullins, Simonds, Weems, and Wick

Members Absent: Bishop

**I. MINUTES**

The minutes of October 26, 2006 were approved and will be posted on the Palomar web page (MSC: Ellis/Jay)

**II. ITEMS FOR DISCUSSION/INFORMATION**

1. F & AS Budgets: Bonnie distributed and reviewed the F & AS departmental budgets. She also reviewed the FY2007-08 Budget Timetable. SPC and RAC will begin reviewing budgets on April 17<sup>th</sup>. This council will meet on April 12<sup>th</sup> to approve the F&AS budgets. Bonnie and the directors will look at their budgets and identify items that could be budgeted from one-time funds. Bonnie informed the council that there will be positions brought forward in response to Prop M (construction in-progress facilities accountant, contracts assistant, facilities planning assistant).
2. Institutional Review: Bonnie distributed a copy of the F & AS Institutional Review that Interim VP Carmen Hernandez submitted. SPC has been discussing that in order for Institutional Review to be effective it should be tied to planning which should also tie to budgeting. Institutional Review has also been discussed at the VP and Cabinet level and it has been agreed that Institutional Review should be a task of the planning councils. This is just an FYI at this point and will be discussed at future meetings.
3. Fiscal Services Re-Organization: Bonnie explained that our external auditing firm has strongly recommended in writing that we re-instate the internal auditor position. Due to budget issues several years ago this position was co-mingled with the AP Supervisor duties. Our external auditors regularly conduct "fraud" interviews with random staff and a board member. As a result of the last audit, they have two main concerns about the lack of an internal auditor position; 1) lack of internal controls, and 2) with the passage of Prop M we will have much more external accountability and it is in the District's best interest to have this position to make sure that systems and processes are working and that we have checks & balances in place. In addition because the District is fiscally independent from the County Office, the District is required to have an Internal Auditor position. Bonnie has also reviewed the structure of Fiscal Services and made a recommendation that we have a manager of fiscal accounting such that budgeting is separate from accounting functions. This separation of duties is generally accepted accounting procedures. As a result of the re-instatement of the Internal Auditor position it will be necessary to add an AP supervisor to oversee those functions. The AP supervisor will report to the Director, Fiscal Services. The internal auditor will report directly to the VP.

4. AIP's: This item was added and is not listed on the agenda. SPC decided not to do a February 2007 update as listed on the AIP forms, but rather skip and have a final update in May 2007. Molly asked if we were tying the AIP's to the budget. Bonnie responded that we are tying the Strategic Plan to budgeting. AIP's are the annual component of the Strategic Plan.

III. **1<sup>st</sup> READING**: N/A

IV. **2<sup>nd</sup> READING**: N/A

V. **COMMITTEE REPORTS**

Report of Vice President: No Report

Facilities Review Committee: No report due to time constraints

Safety & Security Committee: No report due to time constraints

VI. **OTHER**

Meeting adjourned at 4:50 p.m.

[Next Meeting April 12, 2007](#)