

**PERFORMANCE MEASURES SUMMARY**

**ADMINISTRATIVE SERVICES DIVISION**

<b>Program Category</b>	<b>Performance Measure</b>	<b>Measurement Intent</b>	<b>FY 2008-09 Actual</b>	<b>FY 2009-10 *Estimated</b>	<b>FY 2010-11 Target</b>
Budgeting and Financial Reporting	Significant External Audit Findings	Ensure Compliance with audit requirements as evidenced by no significant external audit findings	0	0	0
Budgeting and Financial Reporting	Timely Financial Reporting	Complete all financial reports and accounting functions within identified target deadlines	98%	100%	100%
Budgeting and Financial Reporting	Timely Payment of Invoices	Ensure invoices are paid in a timely manner to maintain good relations with suppliers and the public	100%	100%	100%
Personnel Services	Prompt Employee Recruitments	Maintain efficiency and responsiveness of the recruitment process to insure timely staffing of vacant positions	100%	100%	100%
Personnel Services	Prompt Responses to Requests for Information	Provide timely responses to employee requests for information	98%	98%	98%

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Risk Management & Safety	Mandated Training Completion Rate	Ensure employees receive and attend training for all mandated courses on time	100%	100%	100%
Risk Management & Safety	Maintain Appropriate Insurance	Maintain appropriate insurance levels to minimize exposures to loss	100%	100%	100%
Support Services	Timely Mail Distribution	Ensure distribution of incoming and outgoing mail on a daily basis	98%	98%	98%
Support Services	File Maintenance	Ensure daily maintenance of District files for use by the Board, public, staff and legal counsel	97%	98%	98%

\* Actual performance through May 2010