

CORPORATE SERVICES (FINANCE)
QUARTERLY REVIEW OF KEY PERFORMANCE TARGETS FOR 07/08

KEY OPERATIONAL TARGETS / OUTPUT	TARGET / QUARTER	ACHIEVED QUARTER ONE	ACHIEVED QUARTER TWO	ACHIEVED QUARTER THREE	ACHIEVED QUARTER FOUR	TOTALS
CHA Management Accounts (Quarterly)	1 / 2 / 3 / 4	✓	✓	✓	✓	Achieved
Annual Accounts to Communities Scotland	2		✓			Achieved
Statement of Operating Costs to Communities Scotland	2		✓			Achieved
Submit Annual Return to Financial Services Authority	3			✓		Achieved
Payment of Corporation Tax	3			✓		Achieved
Departmental Budget Reports (Monthly)	1 / 2 / 3 / 4	✓	✓	✓	✓	Achieved
Departmental Budget Reports (Quarterly)	1 / 2 / 3 / 4	✓	✓	✓	✓	Achieved
Analysis of Capital Expenditure including Retentions Outstanding	1 / 2 / 3 / 4	✓	✓	✓	✓	Achieved
Rent Payment Processing including provision of Reports / Analysis	1 / 2 / 3 / 4	✓	✓	✓	✓	Achieved
Bank Account Reconciliation's	1 / 2 / 3 / 4	✓	✓	✓	✓	Achieved
Review Loan Portfolio including Margins etc.	1 / 2 / 3 / 4	✓	✓	✓	✓	Achieved
Lenders Satisfaction Survey-If applicable	2		✓			Achieved
30 Years Long-Term Projections (REPLACED WITH 10 YEARS CASHFLOW IN 2006-07)	1	✓				Achieved
Treasury Management Reports	1 / 2 / 3 / 4	✓	✓	✓	✓	Achieved
Annual Returns e.g. PAYE/CIS returns to Inland Revenue	1	✓				Achieved
Review Quarterly Purchase of Fixed Assets	1 / 2 / 3 / 4	✓	✓	✓	✓	Achieved
Rent Statements issued to customers within 10 working days of end of quarter (Jan – Mar – Jun – Sept)	1 / 2 / 3 / 4	✓	✓	✓	✓	Achieved

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