

# YEAR END EVALUATION

## TOOLS

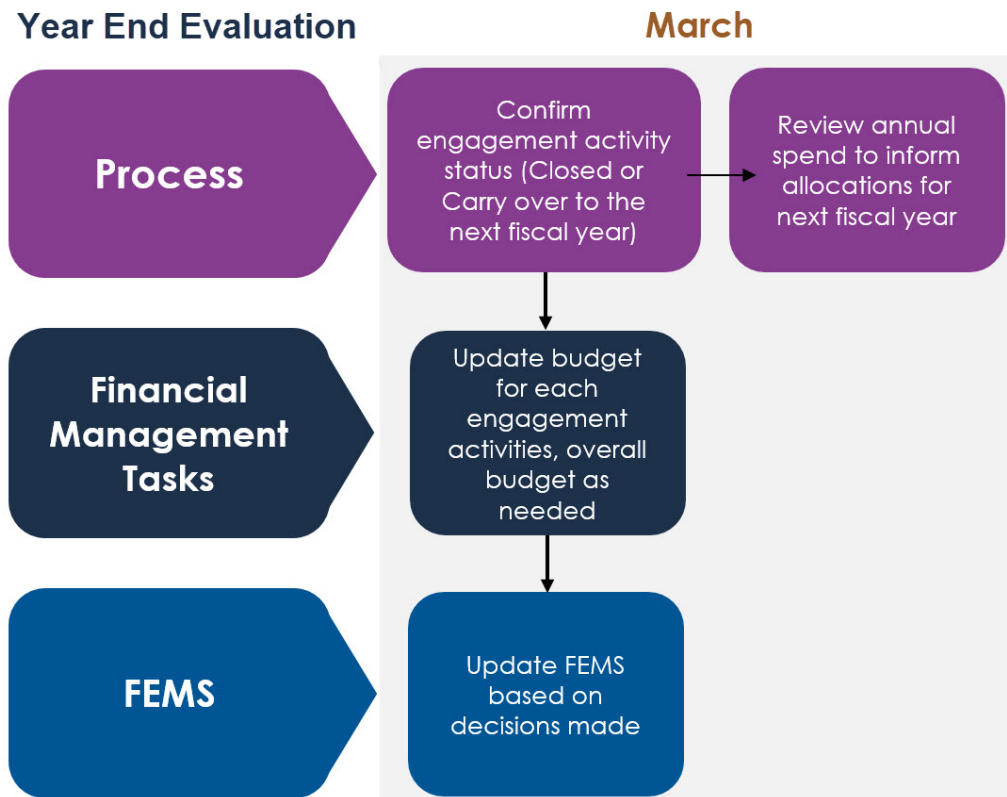
- Evaluation Toolkit
- Site Engagement Activity Tracker (SEAT)
- FEMS Reports and Guides
- Budgeting Tool Template

## ESTIMATED TIMES FOR COMPLETION

- **Time Frame:** March  
For each engagement activity, estimate 10-15 minutes.

## DESCRIPTION

This important step will give MSAs a good sense of the previous fiscal year's successes, challenges, and financial status. These items will inform the next year's financial and strategic planning.



## STEPS

### 1. Confirm engagement activity status

Close or carry over. *(Repeat for each engagement activity)*

- i. If an engagement activity is to be closed, finalize it in FEMS, evaluate it, and flag unused funds for reallocation in FEMS.
- ii. If an engagement activity is to be carried over, complete the necessary FEMS steps to finalize this fiscal year *(see FAQs for options)*. Allocate budget in the new fiscal year. Use carried-over engagement activities to drive the budgeting process for next fiscal year. Don't forget to consider accrual period details in FEMS.

### 2. Review annual spend to inform allocations for next fiscal year

Update budget and analyze the previous year's spend.

Evaluate engagement activities:

- Which engagement activities are successful and should continue?
- Which are not successful and should not be continued?
- Is the balance between engagement activity costs, administrative costs, and governance costs (including WG) enabling us to achieve our strategic goals?

**If No:** What aspects of the budget/engagement activities do we need to change?

**If Yes:** Use last year's results as basis for next year's budget.

**\*\* Planning for Next Fiscal year should take place in tandem with this process.**

## FAQs

### How do I handle engagement activities that span multiple financial years in FEMS?

Adjust budget allocation to cover any claims submitted for March 31 and earlier; close engagement activities by April 30th. Create new engagement activities for the new fiscal year and allocate budget.

Engagement activities should not be kept open spanning fiscal years. This will skew budget numbers and result in inaccurate financial information.