

Finance & Administration

January 2018 check-in



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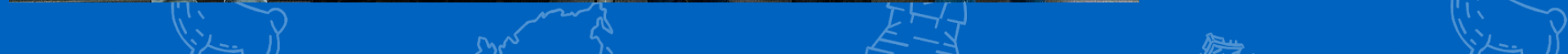
Cross-team Outcomes



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**Teamwork
Makes
The
Dream Work**



Community F&A Programs



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GOAL: Community Finance

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
<p>(1) The Community Resource Team can make informed and effective grant making decisions with an understanding of the financial implication.</p> <p>(2) Affiliates who are encountering financial barriers, receive targeted support.</p> <p>(3) The community has a framework for understanding the financial needs of affiliates with different attributes.</p>	LAST QUARTER	<ul style="list-style-type: none">• GRANTplify- Expanding ability to provide resources globally.<ul style="list-style-type: none">◦ Grant-making regulatory analysis project developed• Aligned grant goals with the grant agreements.• Financial technical support and capacity building to affiliates including:<ul style="list-style-type: none">◦ WM Norway, Wikimedistas de Columbia, Art + Feminism, WM DC, WM Indonesia, WM Taiwan.
	With Community Resources (CR), Legal, FDC, Audit Committee, and grantees	
	NEXT QUARTER	<ul style="list-style-type: none">• Kick off grant-making project with CR and Legal
	CR, Legal, FDC, outside experts.	

STATUS OBJECTIVE IN PROGRESS

Jan 2018

OIT/CE/Finance

GOAL: Depreciated Laptop Donations

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
To extend Wikimedia Foundation resources to our volunteer community by donating depreciated machines, not fully functional for Foundation work, but fully functional for Wikipedia Projects	LAST QUARTER	
	OIT + CE	<ul style="list-style-type: none"> ● 3 Donated laptops, via WikiArabia/Diversity Conf Stockholm ● Accumulated data for reporting processes ● Communicated cross-team to improve process ● Outreach to community members regarding program ● Stat on countries donated to Tunisia, Hungary ● People love their laptops
	NEXT QUARTER	
	OIT + CE	<ul style="list-style-type: none"> ● Continue to: <ul style="list-style-type: none"> ○ Accumulate data for reporting processes ○ Communicate cross-team to improve process ○ Inform community members of this program

STATUS: COMPLETED (PROJECT IS ONGOING)

Donated Laptop: Community Member story

- Professor of Metallurgy/Mining
- Author of the Ukrainian Mining Encyclopedia
- Has 180,000 Edits
- Most prolific contributor to Ukrainian Wikipedia



Annual Planning Process

(Processes to enable staff to deliver on their organizational goals)



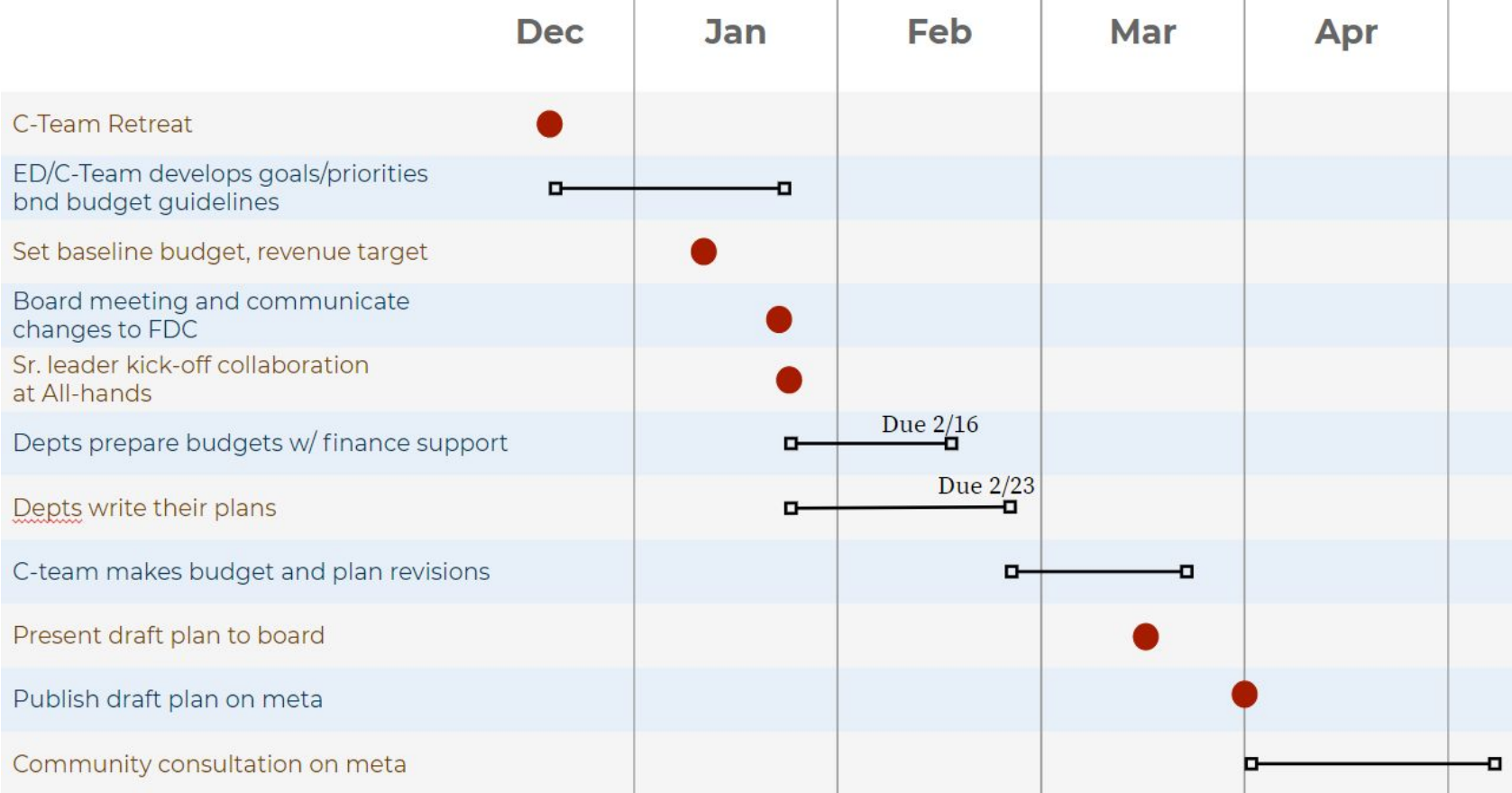
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GOAL: Annual Plan Process Improvement

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
<p>(1) Budget managers have expanded and refined planning tools. Budget managers are able to more effectively manage resources toward outcomes.</p> <p>(2) There is an improved process for identifying, planning, and implementing CDPs.</p> <p>(3) A process for multi-year planning and budgeting is piloted during the 2017-18 Annual Plan based on the outcomes of the Movement Strategy.</p>	<p>LAST QUARTER</p>	<p>The Annual Plan will be impact-focused document that more clearly communicates how we will meet our annual goals and priorities.</p> <p>We redesigned the process to have:</p> <ul style="list-style-type: none"> • Clear process and calendar • Focused on organizational goals • Position us for MS Phase II • Reduced volume of writing • Clear budget guidelines • Clear interfaces with the comp process
	<p>With C-levels and Annual Plan Steering Committee</p>	
	<p>NEXT QUARTER</p>	<ul style="list-style-type: none"> • Templates, tools, and resources • Communication and roll-out • Implementation
	<p>With C-levels, Steering Committee, and all budget managers</p>	

STATUS: OBJECTIVE IN PROGRESS

Timeline through community consultation



Business and Accounting Operations

(Processes to enable staff to deliver on their
organizational goals)



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Jan 2018

Cross Team

GOAL: Improve Business and Accounting Operations`

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
<p>The F &A will work together to improve the effectiveness and efficiency of the business and accounting operation services to each other, budget owners, leadership and teams.</p>	<p>LAST QUARTER</p>	
	<p>Accounting, Procurement, Office Administration, and Legal</p>	<ul style="list-style-type: none"> ● Engagement with consultant to provide financial process and system subject matter expertise in the review and support of multiple Finance and operational improvements related to: <ul style="list-style-type: none"> ○ Adaptive Budgeting tool enhancement ○ Procure to pay processes/workflows - Implemented Purchasing module to help accounting to scale workflows
	<p>NEXT QUARTER</p>	
	<p>Accounting, Procurement, Office Administration, Legal, Talent & Culture</p>	<ul style="list-style-type: none"> ● Implement, refine and test procure to pay practices ● Propose a project plan for discovery, identification and evaluation of priorities of team leads to develop activities to accomplish: <ul style="list-style-type: none"> ○ Confirm expectations with WMF teams re: support roles as business operations professionals ○ Identify clear and actionable improvements to practices for contracts, procure to pay, and onboarding/offboarding workflows

GOAL: Create automated “Procure to Pay” Workflows for Purchase Requests

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
<p>To create an end to end Expense/Spending Request Workflow that is User Friendly, Automated, Controlled and Scalable.</p>	<p>LAST QUARTER</p>	
	<p>Legal Finance External Vendors Requesters of Need (Support and Budget Managers)</p>	<ul style="list-style-type: none"> ● Fine tuned the “Procure to Pay” back-end process resulting in process benefits of: <ul style="list-style-type: none"> ○ Reduced Payables Payment Processing Cycle-times ○ Streamlined process removing redundancy steps for staff (Requesters and Approvers) ● Legal completed Ironclad contracts software trial with Advancement & Communications
	<p>NEXT QUARTER</p>	
	<p>Legal Finance External Vendors Cross functional Expense Requesters & Budget Managers</p>	<ul style="list-style-type: none"> ● Completion of a Beta Test Plan for the P2P Phase II Project - Goods Transactions Only <ul style="list-style-type: none"> ○ Start with Departments with Intake Forms (OIT) to reduce multiple workflows and consolidate to one ● To drive further continuous improvement - create a rule to give flexibility at the payment point to avoid a “Change Order Contract” request ● Now that potential new contracts software trial is complete, continue engagement with key stakeholders to determine whether to implement and roll out.

Implement & Complete Office Move to One Montgomery



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GOAL: Implement & complete Office Move to One Montgomery

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
Ensure an efficient, on time and on budget move for Foundation office, services and staff from 149 New Montgomery to One Montgomery by October 1, 2017	LAST QUARTER - Completed move and instituted new access protocols	
	Utilizing the staff that supported move inside each team to coordinate collaborations and ongoing operations in new office Lead Vendor Relationships	Deliverables achieved <ul style="list-style-type: none"> • Incorporated feedback on office spaces/neighborhood/AV systems and prepare Day 2 budget & items • Execute on post-move adjustments within allocated designated funds • Update office systems and educate to align with new building procedures and rules • Closure with previous landlord
	NEXT QUARTER - Post move tweaks, office space norms	
	Admin and OIT Team Members Outside vendors	<ul style="list-style-type: none"> • Hosted (3) Audience/Tech neighborhood meetings and created priorities and norms for group behavior. Other neighborhoods report positive staff norms, and working with facilities for small tweaks. • Office spaces/neighborhood/AV systems Day 2 budget & items operationalized

STATUS Objective completed.

Jan 2018

Cross Team

GOAL: AV move and improvement to 1 Montgomery

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
<p>Deliver a high quality, easy to use, and scalable AV conferencing solution for the new office.</p>	<p>LAST QUARTER</p>	
	<p>Finance, OIT, Administration, and Facilities</p>	<ul style="list-style-type: none"> • Manage completion of Chip Deubner Lounge, continue to hold regular conference room trainings, continue to improve Office Wiki documentation, manage any fine-tuning maintenance that may need to occur. Determine new Lounge event workflow.
	<p>NEXT QUARTER</p>	
	<p>Finance, OIT, Administration, and Facilities</p>	<ul style="list-style-type: none"> • Continue to hold regular conference room trainings, continue to improve Office Wiki documentation, complete fine-tuning maintenance in R112 and the Lounge. Put staff feedback on effectiveness and location of huddle spaces into action.

Status: **In Progress**

GOAL: Network/Systems to 1 Montgomery

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Successfully transfer Systems and Network to 1 Montgomery	LAST QUARTER	
	Finance, OIT and Facilities, Construction Team	<ul style="list-style-type: none"> ● Maintain vendor relations during the transition period to ensure networking/systems services are seamless. ● Establish safeguards should any unforeseen factors come up.
	NEXT QUARTER	
	OIT + Vendors	<ul style="list-style-type: none"> ● Improve monitoring practices; overall network design ● <i>Leverage additional functionalities from new system</i> <i>Data Gathering</i> <i>Improve Security</i>

Finance



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GOAL: Internal Financial Management Process

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
<p>(1) Budget managers and stakeholders receive accurate and timely financial data throughout the year to support planning and cost tracking.</p> <p>(2) The Foundation has an accurate and dynamic forecast of the end-of-year financial position that incorporates all recent financial data.</p>	LAST QUARTER	
	<p>Budget managers & C-Team</p> <p>Stakeholders involved in Cross Departmental Programs</p> <p>Accounting Team</p>	<ul style="list-style-type: none"> ● Provided financial updates and monitored upcoming financial impacts ● Minimal intrusiveness for reporting out programmatic progress <ul style="list-style-type: none"> ○ Increased quality, efficiency, and timeliness for grant reportings ● Enable capability to allocate CDPs costs swiftly with departmental validation
<p>(3) The Foundation has an detailed process to record and reflect progress of the Cross Departmental Programs (CDPs)</p>	NEXT QUARTER	
	<p>C-Team</p> <p>Technology Department</p> <p>Continue with objectives indicated above</p>	<ul style="list-style-type: none"> ● Provide a complete status update to C-Team on Foundation financials to enable conversations in resource management ● We will continue to provide guidance and support to budget owners and ensure clear execution of the planning and spending in this fiscal year

CHECK IN
Jan 2018

TEAM/DEPT
Finance

PROGRAM
N/A

GOAL: Completion of Annual Financial Audit

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
To complete FY 16-17 financial Audit and obtain a clean audit report and opinion from Auditors	LAST QUARTER	
	Communications	<ul style="list-style-type: none">• Published Independent Auditors' Report and FAQ on Foundation website• Communication to WikimediaL and Staff
	NEXT QUARTER	
	N/A	

STATUS: OBJECTIVE COMPLETED

CHECK IN
Jan 2018

TEAM/DEPT
Finance

PROGRAM
N/A

GOAL: Completion of Annual Tax Return - Form 990

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
<p>To complete Form 990 and obtain audit committee approval by the end of Q3 and file with the IRS in Q4.</p>	LAST QUARTER	
	Accounting firm	<ul style="list-style-type: none">• Comply with the Internal Revenue Service regulatory requirement as a 501(C)(3) Organization<ul style="list-style-type: none">◦ Examination by the IRS to ensure exempt status is not abused• Provide the public with our financial information & activities<ul style="list-style-type: none">◦ Description of our mission and core program activities◦ Financial performance, e.g. resources allocation among Programs, Fundraising & Administrative expenses◦ Accountability and Transparency, e.g. governance and policies
	NEXT QUARTER	
	<ul style="list-style-type: none">- Legal, HR and Communications Depts - Finalize Form 990.- Accounting firm - Finalize Form 990 and prepare AC meeting presentation.- Audit Committee - Review &	<ul style="list-style-type: none">• Review and approval by Audit Committee.

OIT January 2018 Check In



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Oct 2017**OIT**

GOAL: TEAM Structure based on OIT Logic Model

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Prepare team structure in order to provide overall internal technical operational support for foundation productivity	LAST QUARTER	
	OIT + CFO	<ul style="list-style-type: none"> ● Created an OIT Logic Model ● Updated Job Descriptions for team members ● Change in structure
	NEXT QUARTER	
	OIT	<ul style="list-style-type: none"> ● Align our OIT Team with the Foundation strategy to prioritize tasks and duties <ul style="list-style-type: none"> ○ Asset procurement ○ Expanded remote staff ○ Training

STATUS: OBJECTIVE IN PROGRESS

Jan 2018**OIT**

GOAL: Best Practices in Communication + Security Trainings for OnBoarded Staff

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Provide basic training on our communication and security tools for recently OnBoarded Staff	LAST QUARTER	
	OIT + Security + Legal	<ul style="list-style-type: none"> • Updated current materials • Expanded on training for phishing emails (in alignment with Security annual plan)
	NEXT QUARTER	
	OIT	<ul style="list-style-type: none"> • Create a more consistent process for scheduling OnBoardings • Create a group “OIT Training” • Potential of collaborating with T&C and Admins to ensure all OnBoards are captured

STATUS: OBJECTIVE IN PROGRESS

Jan 2018**OIT****GOAL: Internal Cross Departmental OffBoard Process Improvement**

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Improve OnBoard/OffBoard process and account management	LAST QUARTER	
	OIT, Finance, HR	<ul style="list-style-type: none"> ● OIT OnBoard/OffBoard Swim Lane Chart ● Quick Fix for On/Off boarding Wiki account scripts
	NEXT QUARTER	
	OIT, Finance, HR	<ul style="list-style-type: none"> ● Account clean up with up to date lists from Talent and Culture ● New Account Management Tool

STATUS: OBJECTIVE IN PROGRESS

GOAL: Asset Procurement Process

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Improve procurement process by providing laptops for distributed staff in a timely manner	LAST QUARTER	
	OIT + Procurement	<ul style="list-style-type: none">● Finalized laptop build● Interviewed hiring managers to solicit suggestions● Discussed purchasing possibilities with Procurement Manager
	NEXT QUARTER	
	OIT + Procurement	<ul style="list-style-type: none">● Pilot purchasing possibilities during the next quarter and monitor closely<ul style="list-style-type: none">○ Alot budget to accommodate expense reimbursement for staff located in hard to reach areas○ Partner with asset distributors based internationally