

Plain Language Example of Before and After

BEFORE

Shared Client Services

About Us

Vision

Our goal is to support the financial operations and contracted services of assigned state agencies and the Governor's Office by providing quality administrative support and management compliance services. Our goal is to operate effective and efficient accounting, purchasing, budgeting, and financial information reporting services that meet agency and state governance needs.

Mission Statement

Department of Administrative Services
Lead the Pursuit of Excellence in State Government

Organization

[Annual Performance Measures](#)

Shared Client Services will support and serve assigned agencies by providing systems, business processes, policies and compliance monitoring activities they need to be successful. We will develop our staff, provide customer service, and train agency staff in the use of best governance practices.

Our purpose is to maintain and operate flexible and efficient business systems and processes that provide exceptional administrative management and compliance support to assigned agencies and the Governor's Office. We provide them with the system, resources, policies, and support needed to complete their tasks in a compliant environment. These functions include policy and compliance services, accounting, financial planning, budgeting, and financial information reporting services. These services include establishing and linking accounting structures to support financial information needs; developing business policies; processing budgetary, accounting, payroll and payment transactions; reporting financial information to agency management; assisting and supporting budget planning and execution; compliance monitoring; and meeting statewide financial information reporting requirements. Our purpose also is to provide the resources that assist agencies in the use of systems and policies, give training to new client agency employees, share information, enforce compliance, and provide daily customer service and other support as requested by client agencies.

AFTER

Shared Client Services

About Us

Vision

Our vision is to provide the accounting and budgeting services to small state agencies and the Governor's Office.

Mission Statement

Department of Administrative Services
Lead the Pursuit of Excellence in State Government

Organization

[Annual Performance Measures](#)

Shared Client Services supports small agencies by providing financial services. We will develop our staff, provide customer service, and train agency staff.

Our purpose is to do state fiscal processes that provide accounting and budgeting to small agencies and the Governor's Office.

These functions include policy, accounting, financial planning, budgeting, and financial information reporting services.