F & A

FINANCE

October – December 2016, Q2 check-in

WIKIMEDIA
FOUNDATION

FY 16-17 Q2   **Finance**   N/A

GOAL: Community Finance - To support and build our community's financial capacity.

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
We also support and partner with the Funds Dissemination Committee and the Community Resources team to enable their objectives by providing or securing ongoing finance expertise and improved financial reporting.	**LAST QUARTER**	
	- With Community Resources(CR) and the FDC on improving budgeting and other financial guidelines for the APG. - With CR to support affiliates to their address financial needs and build financial capacity. - With CR, Legal and KMPG on implementation of a Multi-Year APG pilot.	- We identified highest priority guideline areas related to budgeting, defined requirements and created a project timeline to implement in 2017-18 APG round 1. - Consulted with two affiliates to resolve a small outstanding financial mismanagement issue and support implementation of new accounting and financial procedures. - Communicated financial requirements needed to create a formal Multi-Year agreement.
	NEXT QUARTER	
	Same as above plus additional affiliates to be determined.	- Collect input from chapters on budgeting needs and challenges. Develop draft APG budget guidelines and budget template. - Support ongoing implementation of accounting processes with WM affiliate. Work with other affiliates as needed. Document common financial challenges, needs, and tools for affiliates.

STATUS OBJECTIVE IN PROGRESS (started in Q2)

Finance

GOAL: Annual Plan Process Improvement

Programmatic Planning

What is your objective / workflow?	Who are you working with?		What impact / deliverables are you expecting?
To improve the annual plan process by gathering information on what worked well and what areas are deficient and need immediate attention. Implement required guidelines/tools/templates.	**LAST QUARTER ?**		
	- Partnered with RSM to conduct two Focus Group discussions with budget managers. - RSM did a demo on potential tools/templates in our existing budgeting and planning solution (Adaptive).		To collaborate and implement improved experience in the annual plan process to achieve the desired results for our key audiences (e.g. FDC, Communities, Board and C-Team)
	NEXT QUARTER		
	- Set overall Annual Plan Process - Establish Tools/Templates: Work with RSM to create the tools/templates in Adaptive (specifically for CapEx and Travels) for budget managers to populate their financial resources ask instead of using Google Spreadsheets.		To provide standardized tools/templates and guidelines to assist budget managers with the organization of their resources request and also to provide clarity and promote consistency of resources allocation associating with compensation, travel, staff education, and etc.

STATUS: OBJECTIVE IN PROGRESS

CHECK IN
FY 16-17 Q2

TEAM/DEPT
Finance

PROGRAM
Programmatic
Planning

**WIKIMEDIA
FOUNDATION
ANNUAL PLAN**

GOAL: Create Discrete, Programmatic Budgeting and Reporting

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
To implement a process to allow the WMF the ability to create programmatic budgeting and reporting.	**LAST QUARTER**	
	- Worked with RSM to assess FY 16-17 annual plan to create a framework for programmatic budgeting and reporting for FY 17-18 Plan.	To produce a framework to assist budget managers with their process in planning their resources and collaboration with other departments for key cross functional programs (e.g. Structured Data, Anti-Harassment & New Readers).
	NEXT QUARTER	
	- Work with RSM to finalize framework, present to C-Team and budget managers and to implement for the FY 17-18 Annual Plan.	To communicate key cross functional programmatic narratives and budgets in our FY 17-18 Annual Plan and to track and report actual results. Improved transparency.

STATUS: OBJECTIVE IN PROGRESS

CHECK IN
FY 16-17 Q2

TEAM/DEPT
Finance

PROGRAM
N/A

GOAL: Completion of Form 990 - Tax Returns

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
To work with KPMG to complete 1st draft of Form 990 by the end of Q2 and file with the IRS by the end of Q3.	**LAST QUARTER**	
	Provided KPMG with the required data to prepare the Form 990 Tax Returns.	A completion of the 1st draft for review by Finance, Legal, Communications and HR.
	NEXT QUARTER	
	- Work with Legal, HR and Communications Depts to review the 1st draft of Form 990. - Work with KPMG to finalize and file Form 990. - Present to and obtain approval from the Audit Committee.	Be in compliance with the IRS regulations and the deliverables will be the Final Form 990 and related FAQ for publishing.

STATUS: OBJECTIVE IN PROGRESS

CHECK IN

FY 16-17 Q2

TEAM/DEPT

Finance

PROGRAM

Procurement

WIKIMEDIA FOUNDATION ANNUAL PLAN

GOAL: Expense Workflow - To formalize and create tools to capture expense details in the "Procure to Pay" workflows

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
To expand on the "Contracted Services" workflow to incorporate spend details and approvals in line with our Expense Authorization / Sub-Delegation Matrix	**LAST QUARTER**	
	- Legal Team (Attorneys, CobbleStone Administrators - internal & external) - Finance Team - Admin. Team - Budget Managers	"Procure to Pay" workflow for Contracted Services; A "predictable" workflow for Contracted Services w/ SLAs for the entire cycle Enhanced awareness of Financial and Legal needs to reinforce internal controls and lessen liabilities to the Foundation.
	NEXT QUARTER	
	-Enhancements to Contracted Services workflow by adding a Purchasing module within our Financial System -Goods (3-way match) workflow using the Purchasing module	D - Enhanced "P2P" workflow for 2-way Service requests I - favorable contracted terms for WMF, reduced cycle times D - "Procure to Pay" workflow for 3-way Goods requests I - Auditable and automated workflow for ordering, receipt & payment of goods related request

STATUS: OBJECTIVE IN PROGRESS

F & A

Administration

October – December 2016, Q2 check-in

WIKIMEDIA
FOUNDATION

CHECK IN
FY 16-17 Q2

TEAM/DEPT
Administration

PROGRAM
Real Estate

WIKIMEDIA FOUNDATION ANNUAL PLAN

GOAL: Informed decision regarding relocation or stay for location of WMF HQ Offices

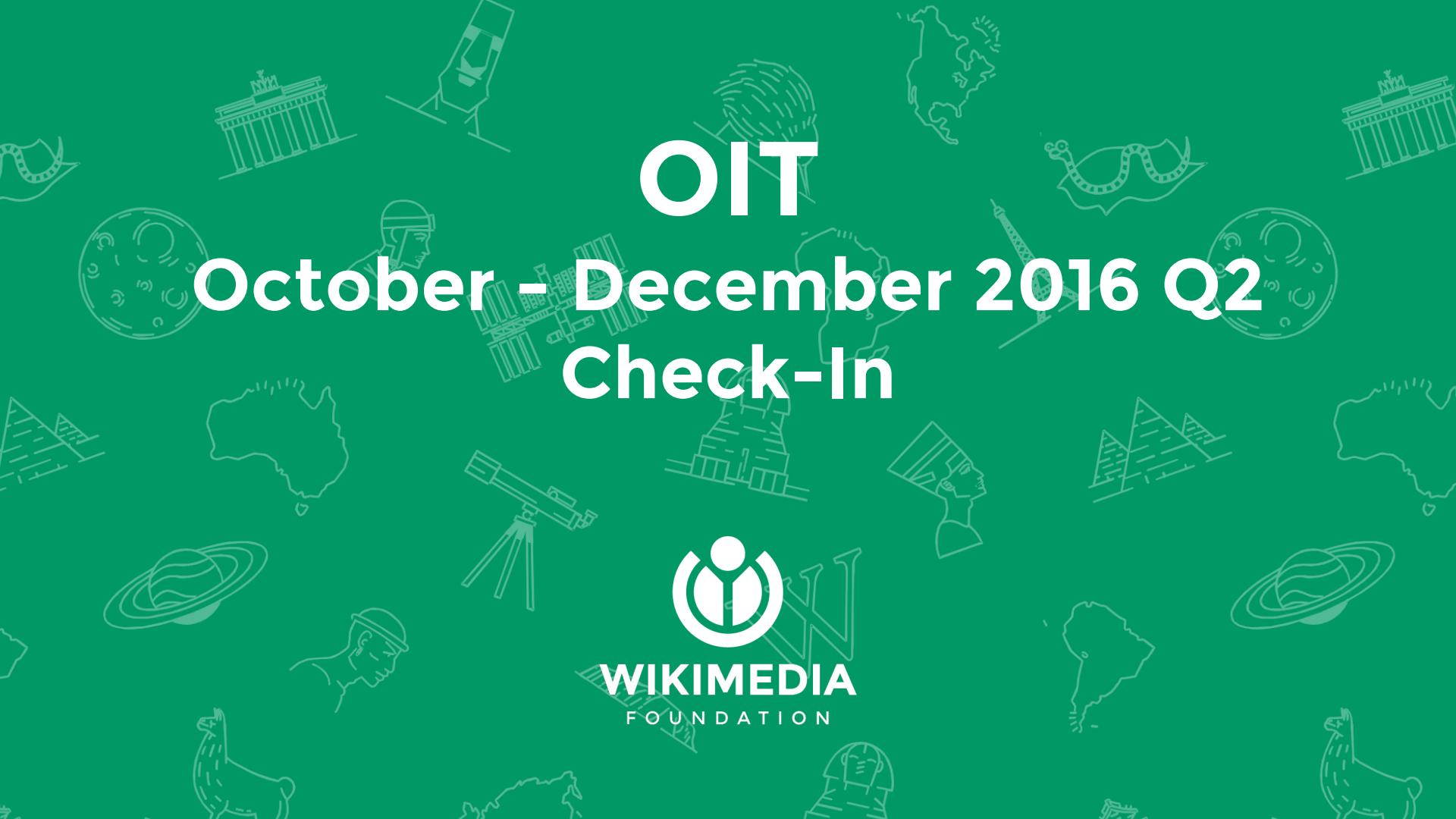| What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
To properly prepare information, work with brokers, coordinate conversations and collect data for decision makers regarding the best solution for our next office space.	**LAST QUARTER**	
	Finance, Facilities and the C Team	Real estate recommendation was completed. Lease negotiations initiated, which will be finalized during Q3 2017.
	NEXT QUARTER	
	● External - building design and architect ● Internal - management committee	Coordinate lease negotiation and execute lease agreement. Meet and work with building architects and project manager to determine timeline.

STATUS: OBJECTIVE COMPLETE

CHECK IN
FY 16-17 Q2

TEAM/DEPT
Administration

PROGRAM
All Hands

**WIKIMEDIA
FOUNDATION
ANNUAL PLAN**

GOAL: Content and logistics for All hands 2017 are collaboratively implemented and prepared for delivery in January.

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Organize committee, set event goals, facilitate content and logistic deliver, manage budget.	**LAST QUARTER**	
	All hands organizing team and C-Level team	Meet goals of the event that include folks getting to know each other in person as well integrate our movement and strategy work into the event, creating more staff connection and broader understanding and engagement of our work together.
	NEXT QUARTER	
	Deliver and post survey results. Communicate with staff to be sure that expense reimbursements from the event are completed within 60 days.	Review and evaluate the impact people had with the event, use for improvement and changes in the future. Support budget and accounting by having expenses submitted well before the end of FY.

STATUS: OBJECTIVE COMPLETE

OIT
October – December 2016 Q2
Check-In

WIKIMEDIA

FOUNDATION

CHECK IN

FY 16-17 Q2

TEAM/DEPT

OIT/F&A

PROGRAM

[WIKIMEDIA FOUNDATION ANNUAL PLAN](#)

GOAL: Enhance production quality of large scale meeting streams

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Continue to improve the AV experience of large scale meetings for remote staff and community members.	**LAST QUARTER**	
	Finance and OIT	Learn open source software used to encode video for live streams. Acquire and install hardware with HDMI loop-through and ability to stream video in 1080p (previously 720p). Develop workaround for increasingly unreliable Hangouts on Air. Deliver customized broadcasts.
	NEXT QUARTER	
	Communications and WikiTech community	Standardize "branding" of large meeting live streams. Document new stream workflow on Office Wiki and WikiTech.

STATUS: OBJECTIVE COMPLETE

CHECK IN

FY 16-17 Q2

TEAM/DEPT

OIT/F&A

PROGRAM

WIKIMEDIA FOUNDATION ANNUAL PLAN

GOAL: Migrate Assets to Oomnitza (Asset Management)

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
To improve asset management tracking and monitoring procedures to create a better workflow.	**LAST QUARTER**	
	Finance, Product, OIT, and Oomnitza	Migrating assets to Oomnitza included: a mass audit of assets to ensure accuracy, simplifying spreadsheet of assets, as well as align our actual assets with our financial records for a cleaner audit.
	NEXT QUARTER	
	Finance, OIT, and Oomnitza	Oomnitza will host some trainings to OIT and Finance to use new asset management tool to create a better process for assets which will allow each team to increase efficiency and productivity.

IN PROGRESS