

STATE OF COLORADO
DEPARTMENT OF THE TREASURY

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State Treasurer



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**The Department of Treasury
Performance Management System Instructions**

Also known as the S.M.A.R.T. Act, House Bill 13-1299 revised the strategic and performance planning efforts of state agencies. This legislation initially requires the Governor, through the Office of State Planning and Budgeting, to publish instructions of the Performance Management System for the principal departments of the Executive Branch of state government.

HB 13-1299 excludes The Department of Treasury from the collaborative effort mentioned above, and requires that the department post its own instructions as to how it will develop its own performance plan. This memo serves as the initial guidelines and components for future performance plans.

Components of Treasury's Performance Plan: At minimum, the Department of Treasury will integrate the following components within each annual performance plan:

- A statement of the Treasury's mission or vision
- A description of major functions of the Department
- Performance Measures for the major functions of the Department
- Performance goals that correspond to the Department's performance measures that extend to at least three years into the future
- A narrative description of the strategies necessary to meet the performance goals
- A summary of the Department's most recent performance evaluation

Department of Treasury deliverables: Based on HB 13-1299, the Treasurer's office will produce the following annual deliverables to create and measure its performance plans:

- By August 1 of each year, publish the Department's performance management system components to the Department's website
- By July 1 of each year, publish the Department's performance plan to the Department's website, in line with the performance management systems components and submit to the Joint Budget Committee, the joint committee of reference, and the Governor's Office of State Planning and Budgeting. While HB 13-1299 requires the first performance plan to be published by July 1, 2014, the Treasurer's office has opted to create a preliminary draft of this plan to submit with its budget request on November 1, 2013.
- By November 1 of each year, publish to the Department's website and distribute to Legislative Council, the Department's regulatory agenda
- No later than November 1, 2014 and no later than November 1 of each year thereafter, the Department will publish its annual four page performance report to the Department's website and send the link to the Governor's Office of State Planning and Budgeting, to be included on the Governor's webpage.

Ongoing Performance Management Planning: On an annual basis, the Treasurer's office will continue to analyze its performance plan and strategic initiatives, and to identify new ways to gain efficiencies within the Department. As required by HB 13-1299, when reasonable and appropriate, the Treasurer's office will work with Department employees to make recommendations and improvements in future performance plans.