

Annual Report

Part 1

Section A

Unit Information

Unit:University Budget Office

Mission Statement:

The University Budget Office supports the mission of Administrative Services, and the University, by providing operational management of appropriated resources and analytical review of fiscal issues impacting the institution. The University Budget Office is charged with the oversight of the entire University Budget, and therefore will interact through teamwork at all levels of the administration. It is through this interaction that the Budget Office provides its greatest service, supporting individual units in completion of their mission through effective communication and guidance on the utilization of resources.

Section B

Unit goals set within last year's (2003-2004) Annual Report

<u>Strategic Plan Goal</u>	Unit Goal
With which 1 or 2 goals from the 8 current strategic plan goals does your 2004-2005 goal best align?	What were your unit level goals for 2004-2005 as contained in your 2003-2004 annual report?
Strategic Plan Goal 8- Ongoing Quality Improvement	Develop plan for the implementation of on-line budget transfers.
What action did you undertake to achieve this goal?	
Undertook review of finance system structures in order to identify challenges and steps that must be taken to implement on-line budget transfers. Coordinated with Procurement office on the direction that system security is developed in order to maximize end user capabilities when the project was completed.	
By what means did you assess goal achievement?	
Completed system analysis to understand business requirements and functionality of the finance system. Determined security functionality of the system and process. This work is still on-going and is 70% complete.	
Describe the assessment results and the conclusions about goal attainment you inferred from them.	
Identified gaps in business requirements versus system capabilities in trying to manage	

workflow to the proper departments given how the system is structured. Must work through these issues with system consultant to implement best possible solution.

What continuous improvement resulted from the use of the assessment data?

Upon the overall completion of the project, departments will be empowered to manage their budgets more effectively through the finance system as compared to keeping separate records. Furthermore, the security being established for this system will serve both this project and others as end users begin to directly enter finance transactions into the system.

Strategic Plan Goal

Unit Goal

With which 1 or 2 goals from the 8 current strategic plan goals does your 2004-2005 goal best align?

What were your unit level goals for 2004-2005 as contained in your 2003-2004 annual report?

Goal 1- High Quality Education
Goal 4- Talented and Dedicated Faculty and Staff
Goal 8- Ongoing Quality Improvement

Serve as key point of data development and projections for fiscal matters as it relates to the strategic plan

What action did you undertake to achieve this goal?

Developed five year forecast and budgeting model to assist in the conduct and discussion of the President's Strategic Planning Retreat. For the purposes of executive training and education, developed computer based budget simulation model. In addition, continue to refine and present as needed fiscal estimates of new initiatives in contrast to anticipated funding from the state.

By what means did you assess goal achievement?

Reviewed the effectiveness of the budget and simulation model and other resulting data to determine its applicability in planning and budgeting discussions on the campus.

Describe the assessment results and the conclusions about goal attainment you inferred from them.

The simulation model gave key leadership members an understanding of the decisions and prioritizations that must be made in budget planning, which informed planning conducted by LRPIEC membership. The budget model has served to assist in future planning and growth estimates.

What continuous improvement resulted from the use of the assessment data?

The planning process is based on a grounded projection of what funding will be available in future years. Furthermore, the simulation model assists in giving all an understanding of the trade-offs involved in setting planning priorities.

Strategic Plan Goal

Unit Goal

With which 1 or 2 goals from the 8 current strategic plan goals does your 2004-2005 goal best align?

What were your unit level goals for 2004-2005 as contained in your 2003-2004 annual report?

Goal 8 - On-going Quality Improvement

Implement and Enhance Cash Management Reporting and Understanding of Resource Utilization

What action did you undertake to achieve this goal?

Developed several reports for the purpose of identifying trending and abnormalities in the cash position of the institution and assisting in the understanding of the application of resources.

By what means did you assess goal achievement?

The developed reports were completed and tested for accuracy in the data presented, and to see if the format was ideal for reporting.

Describe the assessment results and the conclusions about goal attainment you inferred from them.

The reports work within the parameters defined, and provide information that is reliable within their design structure.

What continuous improvement resulted from the use of the assessment data?

The University is better able to manage and understand its available resources and their use, allowing for the efficient allocation of funds and the ability to generate forecasts based upon consistent reliable data.

Strategic Plan Goal

Unit Goal

With which 1 or 2 goals from the 8 current strategic plan goals does your 2004-2005 goal best align?

What were your unit level goals for 2004-2005 as contained in your 2003-2004 annual report?

Goal 6- Research and Sponsored Programs

Support Sponsored Research and Programs in Development of Banner Training Materials

What action did you undertake to achieve this goal?

This goal was not addressed as originally planned. General training sessions and materials were developed that were applicable to a number of constituents, not just the grant managers. With that in mind, materials which included finance terms and definitions, and system instructions were developed. Additionally, the materials were used in the conduct of training sessions.

By what means did you assess goal achievement?

The presentation of training with the utilization of the materials indicated what was useful or missing from the materials and training developed.

Describe the assessment results and the conclusions about goal attainment you inferred from them.

The training and materials were successful, given feedback received from users, however, as we continue to learn more about the system and expands its uses, it becomes obvious that these materials become dated rapidly, and must be refreshed in order to maximize utility. Even though not directly focused on grant issues, the training met the needs of a broad group of users.

What continuous improvement resulted from the use of the assessment data?

Finance system end users were better able to manage fiscal resources, which allows for less administrative time being expended on the correction of issues that prior training addresses. This is an on-going process that will continue every year.

Strategic Plan Goal

Unit Goal

With which 1 or 2 goals from the 8 current strategic plan goals does your 2004-2005 goal best align?

What were your unit level goals for 2004-2005 as contained in your 2003-2004 annual report?

Goal 8- Ongoing Quality Improvement

Continue Support of SACS Reaffirmation Process in the Finance Workgroup

What action did you undertake to achieve this goal?

Continued to discharge responsibilities of the Finance Workgroup Chair by development of materials to answer SACS core requirements and standards.

By what means did you assess goal achievement?

The completion of the materials so that the institution was able to make a self-determination as to whether or not FGCU was in compliance or not with a given requirement or standard.

Describe the assessment results and the conclusions about goal attainment you inferred from them.

The University evaluated itself to be in compliance on all but one issue, with that issue being partial compliance depending upon the completion of audit materials.

What continuous improvement resulted from the use of the assessment data?

The information developed and reported focused the required parties on the expected standards to follow in order to verify that future endeavors adhere to the highest standards expected in its resource management.

Section C

Program or Service Specific Assessments

What program or service specific assessment occurred in the current academic year?

Reports developed for the purpose of identifying trending and abnormalities in the cash position of the institution and assisting in the understanding of the application of resources, were and tested for accuracy in the data presented, and to see if the format was ideal for reporting.

How were the results of the assessment used to improve programs or services?

The University was better able to manage and understand its available resources and their use, allowing for the efficient allocation of funds and the ability to generate forecasts based upon consistent reliable data.

Section D

Unit Contribution to President's Performance Measures

Please review the President's Performance Measures for 2004-2005. Did your unit contribute to any specific performance goals for the President? (If so, please indicate whether the measure set was attained and to what degree.)

The Budget Office has or is contributing to the following President's Measures:

Balance the Budget: The budget office as part of its continuing operations monitors expenditures in order to advise leadership and manage resources in order to stay with a balanced budget

Faculty Development: Served as a key resource for data provision and analysis of fiscal matters for the Chief Negotiator interacting with the United Faculty of Florida in pursuit of a bargaining agreement

FGCU Accounting and Reporting System: Developed reports for better management, provided finance manager training, began the process of implementing on-line budget transfers.

SACS Reaffirmation: Served as Chair of the Finance Workgroup, developing materials to respond to core requirements and standards.

Technology Upgrades: Served as Chair of the Reporting Tool Selection Committee as a subgroup of the Operational Data Store project group, charged with the selection of a business intelligence reporting tool.

Part 2

Section A

Unit Goals for Coming Year (2005-2006)

Strategic Plan Goal

With which 1 or 2 goals from the 8 current strategic plan goals does your 2005-2006 goal best align?

Unit Goal

Goal for 2005-2006

Goal 8 - On-going Quality Improvement Implement a system to improve document flow.

What action(s) will you undertake to achieve the goal?

Develop the required system rules with the assistance of the system consultant, review established user security, and conduct testing and training of the process.

By what means will you assess goal achievement?

The completion of the project and the reduction of paperwork and response time associated with this process.

How will you know if you have successfully attained each goal?

The budget office will be able to compare the total number of documents from controlled timeframe before and after the completion of the project.

How will the results of the above assessments be used to improve student learning or services?

The results will indicate that end users are in greater control of their budgets, and able to manage accounts without being reliant on the budget office. Should the document flow not improve, then it will be clear that further training is required for full understanding of the finance system. Furthermore, a reduction of input will lead to more value added opportunities for the budget office staff.

Strategic Plan Goal

With which 1 or 2 goals from the 8 current strategic plan goals does your 2005-2006 goal best align?

Unit Goal

Goal for 2005-2006

Strategic Plan Goal 8- On-going quality Improvement Coordinate and Conduct Training with the

appropriate offices on Finance system functionalities.

What action(s) will you undertake to achieve the goal?

Working with both Human Resources and Information Systems, will provide periodic training for new employees and current employees on understanding and accessing the tools related to budget management on the campus.

By what means will you assess goal achievement?

The assessment will consist of both providing at least one in-depth session per year and the developing of a training class evaluation form.

How will you know if you have successfully attained each goal?

If the classes are offered and customer satisfaction, as measured by end-of-course surveys, meets or exceeds expectations.

How will the results of the above assessments be used to improve student learning or services?

The results will be used to determine whether additional training is needed, or existing training so modified, that budget managers are able to maximize their effectiveness and understanding.

Strategic Plan Goal

With which 1 or 2 goals from the 8 current strategic plan goals does your 2005-2006 goal best align?

Unit Goal

Goal for 2005-2006

Strategic Plan Goal 8- On-Going Quality Improvement
Redesign Salary and Position Control
Management Tools and Reports

What action(s) will you undertake to achieve the goal?

Historical methods of tracking and forecasting salary funds have become obsolete due to the changes in the HR systems. The current processes must be revisited for effectiveness.

By what means will you assess goal achievement?

Develop new processes and sample audit same against manually developed figures to test reliability.

How will you know if you have successfully attained each goal?

Through the verification of the accuracy of the data when utilizing new processes.

How will the results of the above assessments be used to improve student learning or services?

The successful development of new tools will allow for decentralization of certain

budget/position management issues, allowing for greater control and accountability within the departments.

Strategic Plan Goal
With which 1 or 2 goals from the 8 current strategic plan goals does your 2005-2006 goal best align?

Unit Goal
Goal for 2005-2006

Strategic Plan Goal 8- On-Going Quality Improvement
Convert Current Reports to a Distributable Reporting Environment

What action(s) will you undertake to achieve the goal?

The Budget Office maintains multiple budget and position management reports. Excerpts of these will be made available on a broader basis to budget managers to facilitate budget and management issues.

By what means will you assess goal achievement?

Through the implementation and satisfaction survey following the implementation of the project.

How will you know if you have successfully attained each goal?

If the reports provided meet needs as defined in the satisfaction survey.

How will the results of the above assessments be used to improve student learning or services?

Service will be improved if the results are used to develop the reports and functionalities that best meet needs.

Strategic Plan Goal
With which 1 or 2 goals from the 8 current strategic plan goals does your 2005-2006 goal best align?

Unit Goal
Goal for 2005-2006

Strategic Plan Goal 8- On-Going Quality Improvement
Research funding alternatives based on variable revenue sources

What action(s) will you undertake to achieve the goal?

Review for consideration various funding methodologies for units whose actions determine revenue for the institution and how they are funded, in order to develop a greater connection between those activities and allocated budget.

By what means will you assess goal achievement?

Through the development of potential funding models or concepts for review.

How will you know if you have successfully attained each goal?

By having provided viable alternatives to the current base budget funding mechanism, which has no direct correlation to revenue generating activities.

How will the results of the above assessments be used to improve student learning or services?

The development and/or identification of new funding techniques will allow executives greater measurable accountability in the assignment of resources. Effectiveness and motivation increase when accountability is attached.

Section B

Resources

What additional resources have you requested and received a commitment for during 2005-2006 from your area VP or the President that is based on your analysis of assessment data for 2004-2005?

None have been requested.

What additional resource needs do you have for fulfillment of your goals that you wish for consideration from your area VP or the President that is based on your analysis of assessment data for 2004-2005?

The allocation of a support level position, in order to handle the increasing data entry and low level analytical functions.

Section C

Assessment Plans

What assessments are you planning to conduct during 2005-2006?

Assess redesigned Salary and Position Control Management Tools and Reports by developing new processes and conducting sample audits against manually developed figures to test reliability.

Section D

Coming Year - Strategic Plan Contributions

Work of the budget office addresses all the goals but especially goal 8.
