

UNIVERSITY OF WEST GEORGIA
ANNUAL REPORT
Fiscal Year 2006 (July 1, 2005 to June 30, 2006)

DEPARTMENT OF Budget Services & Asset Management
Name of Department Head Patsy Barr
Name of Person Completing Report Patsy Barr

1*	Departmental Mission/Vision Statement <i>(url only, required)</i>	http:// www.bf.westga.edu/Budget/ , http://www.bf.westga.edu/Asset_Management/
2*	Departmental Statement of Goals, Process to Assess These Goals, and Assessment Results <i>(url only, required)</i>	http:// www.bf.westga.edu/Budget/ , http://www.bf.westga.edu/Asset_Management/
3*	Give an Example of How your Department Used the Assessment of Goals and Outcomes to Change/Improve a Process <i>(required)</i>	
	<p>The preparation of the annual faculty contracts and employee letters has been a very time consuming, manual process. The lengthy undertaking, and the timing of other demands, made it difficult to deliver the contracts/letters on time. This year the department personnel, along with BITS, created a mail merge which combined components of 3 databases in order to have all of the critical information needed. As a result, the contracts and letters were delivered on time.</p> <p>Our department has made much headway in records management.</p> <p>The department conducted two workshops for budget development and asset management/surplus. In addition, we conducted numerous individual training sessions, typically for those people new to the budget process but also for those needing extra help with the budget management of their respective department.</p>	
4*	General Statement of Department Condition <i>(required)</i>	
	<p>With the addition of a fourth person to our department, we have been able to manage work flow much better. We have greatly enhanced cross training so that during periods of heavy work load, other processes continue to be handled in a timely manner. Current staff will be able to handle the required work flow for the foreseeable future.</p> <p>Some responsibilities of the department have been re-organized. The accounting function of asset management has been changed to a function of the Office of the Controller. In turn, the responsibility of grants management has been turned over to Jeanette Pollard in Budget Services.</p>	
5	Departmental Achievements	
	<p>Both Jeanette Pollard and Jill Davidson are taking credit courses related to their work and Angela Coyle expects to resume her course schedule in the fall. Ms. Pollard attended a conference on grants management. Ms. Davidson attended the USG Year End Workshop. Ms. Coyle attended an OIIT PeopleSoft Query class. Other staff development opportunities are planned such as the Georgia Summit and SACUBO.</p>	
6	Staff Productivity	
	<p>We have made a lot of progress in processing personnel forms in a timely manner. We have also made much progress in making position management a true budget function. In addition to position management, our new staff assistant is assisting in physical inventory audits.</p>	
7	Student Achievements	
8	Other Awards, Distinctions, and Achievements	

UPON COMPLETION

Please email completed report to:

Institutional Research and Planning
Tara Pearson
tpearson@westga.edu
678-839-6449

REMINDER—Include paragraph of departmental accomplishments in your email.