

UNIVERSITY OF WEST GEORGIA
ANNUAL REPORT
Fiscal Year 2007 (July 1, 2006 to June 30, 2007)

DEPARTMENT OF Budget Services & Asset Management

Name of Department Head Patsy B. Barr

Name of Person Completing Report Patsy B. 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/EffectEval/Assessments/Budget.asp , http://www.bf.westga.edu/EffectEval/Assessments/Asset_Management.asp
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 department uses campus surveys to assess our performance in the area of customer satisfaction. In the survey for Asset Management conducted in the spring of 2007, survey results indicated a problem with surplus pick up. Because of this survey as well as new and continually changing requirements for surplus from DOAS, we needed someone in the department who could focus attention on moving surplus items out departments across campus to the surplus warehouse location. We hired a new staff person for this purpose and expect better results this year.</p> <p>Using the mail merge query developed last year, faculty contracts and employee letters were delivered within 6 days after the Board of Regents' final approval of the FY08 Budget.</p>	
4*	General Statement of Department Condition <i>(required)</i>	
	<p>The introduction of new fund codes immediately before the budget development period made the budget development process particularly difficult this year. Despite losing the position management staff person this spring, Budget Services completed the budget on time. The department has now hired a new staff person for this position who will begin mid August. As noted above, this spring the department began training a new surplus person who will also help with inventory tagging and physical inventory audits.</p> <p>In addition, Budget Services is conducting a search for a new Assistant Director. The addition of this person will aid in the smooth transition of leadership in the department in the future. This additional level of management will give us time in the coming year to accomplish needed projects such as a formal Budget Policy manual.</p>	
5	Departmental Achievements	
	<p>Budget Services spearheaded the initiative to inform and train staff across campus on the new fund codes. The multiple fund codes forced a new degree of planning for many departments on campus involving more than just changing a five-digit code for their department account number. Education was considered extremely important in a short period of time as errors made early in the fiscal year would have consequences all during the year. In addition to informing PAC of needed changes, we held four workshops and numerous individual sessions of the changes that would be required.</p> <p>The department worked with the budget analyst appointed by the University System Office to study West Georgia's budget and peer comparisons for shadow budget purposes. We complied with new reporting requirements such as the Quarterly Financials Report to the USO Budget Office.</p>	
6	Staff Productivity	
	<p>Each of our staff attended at least one staff development conference, except the newly hired surplus clerk. Our post-grants budget analyst attended the USO Budget Conference and the Annual Grants & Research Conference, our inventory management specialist attended Georgia Summit and the DOAS State Property Managers 2006 Fall Conference, and the department director attended Georgia Summit and the USO Budget Conference. The director also attended two USO Chief Business Officers meetings for the Vice President for Business & Finance.</p> <p>The director of the department was a member of the Faculty Senate Faculty and Administrative Staff Personnel committee, a campus-wide task force studying summer school issues, chair of the search for the Controller, member of the Customer Satisfaction committee, and chair of the awards committee for the first year of the Customer Service recognition program.</p>	
7	Student Achievements	
8	Other Awards, Distinctions, and Achievements	
	Jeanette Pollard, Budget Analyst III, was one of the first three people receiving awards in the Customer Service Recognition program.	

UPON COMPLETION

Please email completed report to:

Institutional Research and Planning
Tara Pearson

REMINDER—Include paragraph of departmental accomplishments in your email.