

UNIVERSITY OF WEST GEORGIA
ANNUAL REPORT
Fiscal Year 2009 (July 1, 2008 to June 30, 2009)

DEPARTMENT OF	Budget Services and Asset Management
<i>Name of Department Head</i>	Elizabeth B. Baker
<i>Name of Person Completing Report</i>	Elizabeth B. Baker

1*	Departmental Mission/Vision Statement (<i>url only, required</i>)	http:// http://www.westga.edu/budget/ http://www.westga.edu/budget/index_1522.php
2*	Departmental Statement of Goals, Process to Assess These Goals, and Assessment Results (<i>url only, required</i>)	http:// http://www.bf.westga.edu/EffectEval/Assessments/Budget.asp http://www.bf.westga.edu/EffectEval/Assessments/Asset_Management.asp
3*	<p>Give an Example of How your Department Used the Assessment of Goals and Outcomes to Change/Improve a Process (<i>required</i>)</p> <p>All University System Office reports including the quarterly amendments for FY09 and the original budget for FY10 were submitted on time this fiscal year. Faculty contracts and employee letters were delivered to the President's office when expected. The department has not conducted a customer satisfaction survey this year. We have used assessment tools– analyzing the average time to complete specific processes – to try to become more efficient in the processes we perform every day. This year, the budget was distributed via electronic format (CD) eliminating a significant amount of paper. The budget amendment form was updated and combined 3 into one contributing to the paper reduction effort.</p> <p>Asset recording and reconciliation was maintained monthly, a significant improvement over prior year. Additionally, a schedule of department inventories implemented to ensure the safe guard of university assets.</p>	
4*	<p>General Statement of Department Condition (<i>required</i>)</p> <p>FY 2009 was a year of significant transitions for The Department of Budget Services and Asset Management. Initially, the state provided an approximate 5% increase in funding for the year. With the additional resources plans were underway to improve student retention and progress. Enrollments increased again. Then the “shoe began to fall. The year barely started when the first of several budget reductions took place. Much time and effort was spent managing reductions prohibiting any significant improvements in processes. By the end of the year, the university experienced over a 12% reduction.</p> <p>This past year the department also implemented an upgrade in the PeopleSoft financial software which contained a new “budget check” feature. Most of the year end processing in the 4th quarter was spent adjusting to managing this new feature.</p> <p>Additionally, the Budget Director retired and a new director was hired. A review of processes began as is common when a change in leadership occurs. The improved process changes that occurred in FY08 continued to serve the university and staff well during this year of transitions. The staff leadership of the department as well as the staff and leadership of the entire Business and Finance Division contributed to easing the difficulties that might come with such a year of transitions.</p>	
5	<p>Departmental Achievements</p> <p>The tuition revenue projection improvements which began in FY08 continued into FY09. The last projection from the models created was within 1% of the amount collected.</p>	
6	<p>Staff Productivity</p> <p>Staff continue to maintain their efforts in processing amendments in a timely manner and follow through with collection of surplus sales receipts. A department representative serves on the Student Activities SAFBA committee. Staff also served on several hiring committees and customer service award committees as well as volunteering to assist with campus events.</p>	
7	<p>Student Achievements</p>	
8	<p>Other Awards, Distinctions, and Achievements</p>	

UPON COMPLETION

Please email completed report to:

Institutional Research and Planning

REMINDER—Include paragraph of departmental accomplishments in your email.