

Detailed Assessment Report for 2005 - 2006 Budget Office

MISSION

The mission of the Budget Office is to support the University's mission to provide the nation with the benefits of educational and research programs of the highest quality, by providing timely, relevant and accurate budget information to the university community in order for them to assess needs, evaluate performance, and identify problems and future opportunities to facilitate the optimal use of university financial resources.

OUTCOMES/OBJECTIVES

Outcome/Objective 1:

Centralize Mgmt of Benefits for Student
Accts

Full Description:

Centralize Management of Benefits for Student Fee Accounts to Provide Time Savings for Unit Budget Officers during Budget Development and Reduction of Deficit Accounts

A Student Learning Outcome? No

Institutional Priorities:

- [SP-8](#): Reduce Costs

Accreditation Standards:

NACUBO - National Association of College & University Business Officers
SACUBO - Southern Association of College & University Business Officers
TASSCUBO - Texas Association of State Senior College & University Business Officers
CBMI - College Business Management Institute

Related Measures:

- [M. 1](#): Evaluation report for technical accuracy.
- [M. 2](#): Report on feedback from unit Budget Officers

Related Actions:

- [A. 1](#): Review technical accuracy
- [A. 2](#): Review feedback from unit Budget Officers

Outcome/Objective 2:

Develop Enhanced Tuition and Fee Model

Full Description:

Develop Enhanced Tuition and Fee Model to Handle Guaranteed Tuition Plan for Integration with the Long Term Planning Model

A Student Learning Outcome? No

Institutional Priorities:

- [SP-8](#): Reduce Costs

Accreditation Standards:

NACUBO - National Association of College & University Business Officers
SACUBO - Southern Association of College & University Business Officers
TASSCUBO - Texas Association of State Senior College & University Business Officers
CBMI - College Business Management Institute

Related Measures:

- [M. 3](#): Report on model review.
- [M. 4](#): Validate against historical financial data

Related Actions:

- [A. 3](#): Continue to solicit feedback
- [A. 4](#): Continue to monitor accuracy of model

Outcome/Objective 3:

Expand Long Term Planning Model for Core Budget

Full Description:

Expand Long Term Planning Model for Core Budget Development as an Effective Budget Planning Tool with Flexible Assumptions for Revenue and Expense Projections.

A Student Learning Outcome? No

Institutional Priorities:

- [SP-8](#): Reduce Costs

Accreditation Standards:

NACUBO - National Association of College & University Business Officers
SACUBO - Southern Association of College & University Business Officers
TASSCUBO - Texas Association of State Senior College & University Business Officers
CBMI - College Business Management Institute

Related Measures:

- [M. 5](#): Report on model review.

Related Actions:

- [A. 5](#): Continue to solicit feedback from Administration

MEASURES

Measure 1:

Evaluation report for technical accuracy.

Measure Full Description:

Evaluation report for technical accuracy.

Related Outcome(s)/Objective(s):

- [Obj. 1](#): Centralize Mgmt of Benefits for Student Accts

Target Level:

100% technical accuracy.

Findings:

100% accuracy.

Target Level Achievement: Met

Further Action Planned? No

Measure 2:

Report on feedback from unit Budget Officers

Measure Full Description:

Report on feedback from unit Budget Officers

Related Outcome(s)/Objective(s):

- [Obj. 1](#): Centralize Mgmt of Benefits for Student Accts

Target Level:

75% approval by unit Budget Officers regarding process improvements.

Findings:

100% approval by unit Budget Officers.

Target Level Achievement: Met

Further Action Planned? No

Measure 3:

Report on model review.

Measure Full Description:

Report on model review.

Related Outcome(s)/Objective(s):

- [Obj. 2](#): Develop Enhanced Tuition and Fee Model

Target Level:

Approval by Provost & VPBA.

Findings:

Approval by Provost & VPBA.

Target Level Achievement: Met

Further Action Planned? No

Measure 4:

Validate against historical financial data

Measure Full Description:

Validate against historical financial data during FY07 and subsequent years.

Related Outcome(s)/Objective(s):

- [Obj. 2](#): Develop Enhanced Tuition and Fee Model

Target Level:

97% accuracy of model compared to historical data.

Findings:

To be determined pending validation testing.

Target Level Achievement: Partially Met

Further Action Planned? Yes

Measure 5:

Report on model review.

Measure Full Description:

Report on model review.

Related Outcome(s)/Objective(s):

- [Obj. 3](#): Expand Long Term Planning Model for Core Budget

Target Level:

Approval by President and President`s Cabinet.

Findings:

Approved by President and President`s Cabinet.

Target Level Achievement: Met

Further Action Planned? No

ACTIONS

Action 1:

Review technical accuracy

Full Description

Review technical accuracy again in September 2006 - continue to make improvements as necessary.

Related Objectives:

- [Obj. 1](#): Centralize Mgmt of Benefits for Student Accts

Related Measures:

- [M. 1](#): Evaluation report for technical accuracy.

Person/group responsible for the action Virginia Smith

Target date to implement the action September 2006

Priority High

Action 2:

Review feedback from unit Budget Officers

Full Description

Review again at Spring 2007 Budget Officer meeting - continue to make improvements as necessary.

Related Objectives:

- [Obj. 1](#): Centralize Mgmt of Benefits for Student Accts

Related Measures:

- [M. 2](#): Report on feedback from unit Budget Officers

Person/group responsible for the action	Mitzi Money
Target date to implement the action	Spring 2007
Priority	High

Action 3:

Continue to solicit feedback

Full Description

Continue to solicit feedback and improve model as necessary.

Related Objectives:

- [Obj. 2:](#) Develop Enhanced Tuition and Fee Model

Related Measures:

- [M. 3:](#) Report on model review.

Person/group responsible for the action	Virginia Smith
Target date to implement the action	Spring 2007
Priority	High

Action 4:

Continue to monitor accuracy of model

Full Description

Continue to monitor accuracy and improve model as necessary.

Related Objectives:

- [Obj. 2:](#) Develop Enhanced Tuition and Fee Model

Related Measures:

- [M. 4:](#) Validate against historical financial data

Person/group responsible for the action	Virginia Smith
Target date to implement the action	Spring 2007
Priority	High

Action 5:

Continue to solicit feedback from Administration

Full Description

Continue to solicit feedback from Administration and improve model as necessary.

Related Objectives:

- [Obj. 3](#): Expand Long Term Planning Model for Core Budget

Related Measures:

- [M. 5](#): Report on model review.

Person/group responsible for the action	Mitzi Money
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Target date to implement the action	Spring 2007
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Priority	High
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ANALYSIS

Strength

The Budget Office continued its efforts to make improvements in customer service, increased efficiency, and University financial management. Meetings with School Budget Officers were beneficial in discussing ways to simplify and improve the budget process. Specifically, the centralization of benefits for student fee accounts exemplifies a successful effort to provide time savings for the departments during budget development, as well as reduce the number of deficit accounts during the year.

Attention Needed

The enhanced tuition and fee/revenue estimator models will continue to be tested and enhanced in order to validate actual financial data within 3% of the revenue estimator computations. The Budget Office will continue to seek ways to reduce the unnecessary processing of paper forms and to address the need for further automation of the budget process.

ANNUAL REPORT

Executive Summary

The Budget Office continued its efforts towards on-going improvement of the operating budget development, implementation, and monitoring process. Evaluation and improvement of this process involves the Budget Office staff, the School Budget Officers, representatives of non-academic units, and executive management. The Budget Office provided consultation to the President's Cabinet on issues related to the budget and financial management during the year, communicating major changes and issues to Executive Management as appropriate. Accomplishments during the year included the centralization of benefits for student fee accounts, the development of an enhanced tuition and fee model, and the expansion of the long term planning model for core budget development.

Contributions to the Institution

Each year, the Budget Office prepares revised guidelines in response to the dynamic economic climate and changing budget needs of the University. Prior to the budget planning process, the Budget Office staff meets with the School Budget Officers to discuss the budget development calendar, current procedures, and to solicit suggestions for improvements. It is a high priority to continually simplify budget processes for operating units, to develop an operating budget more reflective of financial plans of operating units, and to promote transparency, integrity, and accountability in financial and budget issues. Budget processes were simplified during 2006 through the development of a new multi-use PAF form replacing the need for 3 prior HR forms and the centralization of benefits for student fee accounts. Budget planning was improved by the development of an enhanced tuition and fee model to handle the guaranteed tuition plan, and expansion of the long term planning model.

Highlights

FY06 highlights included the following: - Centralization of benefits for student fee accounts to provide time savings for Unit Budget Officers during budget development and to reduce deficit accounts - Development of enhanced tuition and fee model to handle guaranteed tuition plan for integration with the long term planning model - Expansion of long term planning model for core budget development as an effective budget planning tool with flexible assumptions for revenue and expense projections - Development of new multi-use PAF form for use by departments, eliminating the need for 3 prior HR forms for appointments, position funding, and assignment changes - Streamlined the budget development process by eliminating redundancies related to Endowments and EEF budgeting, and consolidating research enhancement accounts - Coordination and preparation of the FY08-09 Legislative Appropriations Request - Participation in the SACS accreditation process as it relates to planning, financial management, and budgeting

Teaching Activities

N/A

Research and Scholarly Activities

N/A

Public/Community Service

N/A

International Activities

N/A

Challenges

The Budget Office will continue to seek ways to reduce the unnecessary processing of paper forms and to increase automation of the budget process. Efforts will continue to improve budget control by departmental units through training sessions, meetings, and written communication that emphasize UTD budget policies and procedures. Goals for FY07 include following: - Collapsing M&O, Capital, and Travel into 1 budget pool to provide time savings for unit budget officers through reduced number of BAFS processed - Developing recommendations relative to the online Personnel Action Form (PAF) and electronic entry and submission of the operating budget to reduce redundancy and increase accuracy - Validating the tuition and fee/revenue estimator models developed in FY06 to insure reliability of revenue data used in the annual operating budget development process - Electronic replacement of paper update by operating units for people changes during the budget development process to increase efficiency