Report:	Assessment Plan Details for: Budget
	Report Generated by TaskStream
Workspace:	Operational Plan & Assessment Report - OPAR
Assessment Plan:	2010-11Cycle: Assessment Plan and Assessment Findings
Assessment Plan Template:	OPAR Assessment Plan
Report Generated:	Friday, February 25, 2011

Measures and Findings

Budget Unit Goals 2010-2011

1. Establish a long-range budget model

1.1. Develop a zero based budget model

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.6.4.

Measures & Findings

1.1.1. Zero based budget model committee members

Other level; Direct - Other

Details/Description: Implement a zero based budget model that integrates the university's strategic plan with the operating budget processes for fiscal year 2010-11. Determine if this has been developed and place committee members on the budget office website.

Acceptable Target: 100% of Department Head with their Divisions leadership in order to prioritize and prepare a budget from a zero starting point.

Implementation Plan (timeline): To be completed by beginning of Fiscal Year 2011

Key/Responsible Personnel: University Cabinet, Director of Budget, Divisional Budget Managers

Supporting Attachments:

Findings for 1.1.1. Zero based budget model committee members

Summary of Findings: MID-YEAR STATUS:
- As a result of the state budget situation, the university administered state budgets from a zero starting point.
- All state funded labor cost have been budgeted.
- Purchase Orders established for all recurring maintenance & service agreements.
- Operational requirements budgets established.
- 85% of budget projections allocated to support labor, maintenance & service agreements, and operational cost.
- 15% of remaining budget projections and lapse labor kept in reserve to offset cost associated with inflation, unrealized tuition receipts, and emergency situations.

Acceptable Target Achievement: Met

Recommendations : Until the state budget situation stabilizes and university revenue collections become more consistent, recommend holding and additional 5% in reserve to offset any late year reversions or holdbacks implemented by the Office of State Budget and Management or UNC General Administration.

Reflections/Notes : A mid-year review of available General Fund Appropriations resulted in Divisions being allowed an opportunity to request additional funding to support unfunded requirements. Shortly after the Budget Advisory Committee made their recommendations to the Chancellor and Cabinet for approval, budget management strategies were put in place by the Office of State Budget and Management reducing 2010-11 General Fund Appropriation by an additional 2.5%. The BAC should have considered this possibility, and postponed recommending approval of additional funding.

Substantiating Evidence:

Budget Advisory Committee Appointment (Adobe Acrobat Document)

1.1.2. Zero based budget model policy statement
Other level; Direct - Other

Details/Description: Implement a zero based budget model that integrates the university's strategic plan with the operating budget processes for fiscal year 2010-11. Determine if this has been developed and place the policy statement on the budget office website.

Acceptable Target: 100% of Department Head with their Divisions leadership in order to prioritize and prepare a budget from a zero starting point.

Implementation Plan (timeline): To be completed by beginning of Fiscal Year 2011

Key/Responsible Personnel: Director of Budget

Supporting Attachments:

Findings for 1.1.2. Zero based budget model policy statement

Summary of Findings: MID-YEAR STATUS:
- As a result of the state budget situation, the university has continue operating under the practices established for the 2009-10 Fiscal Year.
- During June 2010, the University Budget Director began correspondence with Divisional Budget Mangers regarding the current fiscal year process.

Acceptable Target Achievement: Met

Recommendations : Divisional Budget Manager should continue to work with their Vice Chancellor to develop strategies to cut cost to include efficiencies from improving staff workloads and realignment of funding sources.

Reflections/Notes : Upon review it was determine that in lieu of a policy statement, until the state budget situation stabilizes the process should remain flexible as conditions are constantly changing.

Substantiating Evidence:

1.2. Improve transparency and the budget process

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 6.1.1.

Measures & Findings

1.2.1. Campus Quality Survey
Other level; Indirect - Survey

Details/Description: Campus Quality Survey with a goal of achieving a total mean rating of 3.4. Determine if a Budget Advisory Committee has been developed and place committee members on the budget office website.

Acceptable Target: Mean rating of 3.4

Implementation Plan (timeline): To be completed by Spring 2011

Key/Responsible Personnel: Testing Coordinator

Supporting Attachments:

Findings for 1.2.1. Campus Quality Survey

Summary of Findings: MID-YEAR STATUS:
- Pending release of Campus Quality Survey 2010 results.

Acceptable Target Achievement: Not Met

Recommendations : Pending results

Reflections/Notes : Upon further review, it has been determined that the University Budget Office should focus efforts to develop a more direct assessment method.

Substantiating Evidence:

Budget Advisory Committee Appointment (Adobe Acrobat Document)

1.2.2. Minutes of Budget Advisory Committee
Other level; Indirect - Focus Group

Details/Description: Minutes of Budget Advisory Committee will provide assessments of attendance (target 100%), topics/issues (how issues are resolved), and frequency of meetings (target) and dissemination of information/minutes (published on website.

Acceptable Target: 100% of Committee members attend meetings

Implementation Plan (timeline): To be completed by Spring 2011

Key/Responsible Personnel: Director of Budget, Budget Advisory Committee

Supporting Attachments:

Findings for 1.2.2. Minutes of Budget Advisory Committee

Summary of Findings: MID-YEAR STATUS:
- On July 21, 2010 the Chancellor appointed a Budget Advisory Committee (BAC) with representation from all Divisions across campus in order to help improve transparency in the budget process.

Acceptable Target Achievement: Met

Recommendations : At the end of the third quarter for the fiscal year, conduct a review of available appropriations. If any unobligated appropriations exist, implement a strategy that allows Divisions the opportunity to request support for unfunded requirements to the Chancellor and Cabinet via the BAC. Ensure the minutes from any meetings involving such discussions are

available to the campus.

Reflections/Notes : The BAC was established to help facilitate budget transparency. However as a result of the state budget situation, budget strategies have been recommended by the UNC President, and put in place by the University Chancellor resulting in the BAC having a diminished role during this time. As the budget situation stabilizes the BAC will resume meeting.

Substantiating Evidence:

BAC Minutes 11/23/10 (Word Document (Open XML))

Memo from FSU Chancellor - Budget Restrictions (Adobe Acrobat Document)

Memo UNC President - Budget Restrictions (Adobe Acrobat Document)

1.3. Maintain a balanced state appropriated budget

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 6.1.1.

Measures & Findings

1.3.1. Month-end closing report

Other level; Direct - Other

Details/Description: The Office of State Controller changes the universities pre-certified month-end closing report to certified, identifying that we have been approved to close out the month within 10 working days of the previous month.

Acceptable Target: 100% of month-end-closed-out completed within 10 working days.

Implementation Plan (timeline): Month closed-out within 10 working days.

Key/Responsible Personnel: Director of Budget, Director of Financial Reporting

Supporting Attachments:

Findings for 1.3.1. Month-end closing report

Summary of Findings: MID-YEAR STATUS:
- The university continues to maintain a balanced state appropriated budget by ensuring the Office of State Budget and Management RK 325 Authorized Budget Report and the Banner BD 701 Agency Management Report, are reconciled and are in balance with the North Carolina Accounting System Report.

Acceptable Target Achievement: Met

Recommendations : Continue to correct any discrepancies within the 10 days allowed to remain in compliance with state standards.

Reflections/Notes : Upon review, it has been determined that the University Budget Offices role in the process is reconciling the RK 325 Authorized Budget Report and the Banner BD 701 Agency Management Report to ensure they are in balance. Once that has been accomplished the information is forwarded to Financial Management, a department within the Associated Vice Chancellor for Business and Finance for month-end closing and the Office of State Controller Certification.

Substantiating Evidence:

1.4. Establish pooled position numbers

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 6.1.1.

Measures & Findings

1.4.1. Pool positions

Other level; Direct - Other

Details/Description: Pool positions created and entered into Banner HR by January 2011.

Acceptable Target: 100% of employees receiving pay without interruption beginning January 2011.

Findings for 1.4.1. Pool positions

Summary of Findings: Mid-Year Status:
- All pool positions requested prior to 10/21/10 were established and have been keyed into Banner Payroll.
- January payroll resulted in 100% of employees receiving pay without interruption.

Implementation Plan (timeline): To be completed by January 2011

Key/Responsible Personnel: Director of Budget, Associate Vice Chancellor of Human Resources, Director of Payroll, Business Systems Analyst

Supporting Attachments:

Acceptable Target Achievement: Met

Recommendations : Prior to the new fiscal year, meet with the associate Vice Chancellor of Human Resources to discuss and determine the most efficient manner to distribute the duties and responsibilities shared between Human Resources and the Budget Office as it pertains to establishing position job records and position budget records.

Reflections/Notes : Currently the job record is established by Human Resources which requires the entering of a source of funds. The budget piece conducted in the Budget Office also requires that a source of funds be entered. However when payroll runs it will pull the funding information from the jobs record (HR). This opens the door for inconsistencies in budget and actual expenses. It may be more efficient and effective to allow Budget access to complete both steps.

Substantiating Evidence:

Banner Payroll Announcement (Word Document (Open XML))

Banner Payroll Calendar - Day by Day tasks (Excel Workbook (Open XML))

FSU Payroll FAQ (Word Document (Open XML))

FSU Pooled Positions (Excel Workbook (Open XML))

New Payroll System Implementation (Adobe Acrobat Document)

1.5. SciQuest Purchasing Process

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 6.1.1.

Measures & Findings

1.5.1. SciQuest Purchasing Process

Other level; Direct - Other

Details/Description: Funding source and amount.

Acceptable Target: 50% of the funding to support the implementation and maintenance phase of the project identified.

Implementation Plan (timeline): Implementation begin by January 2011.

Key/Responsible Personnel: Director of Systems and Procedures, Director of Budget, Director of Purchasing

Supporting Attachments:

Findings for 1.5.1. SciQuest Purchasing Process

Summary of Findings: MID-YEAR STATUS:
- Funding was identified at the beginning of the Fiscal year to support the SciQuest Project.
- Purchase Order for 145K was established on 7/01/10.
- Year-to-date an annual license fee of 43K was paid on 9/21/10.

Acceptable Target Achievement: Met

Recommendations : Prior to June 30, review PO for uncommitted budget in order to determine if there is budget available to redistribute.

Reflections/Notes : Upon review, it has been determined that the University Budget Offices role in the implementation phase of the SciQuest Purchasing process is to ensure that sufficient budget has been set aside to support the project cost once the requirement has been identified. However, the amount required should be determined, requested, and identified as part of the Associated Vice Chancellor for Business and Finances annual recurring expenses.

Substantiating Evidence:

SciQuest License and Service Agreement (Adobe Acrobat Document)

SciQuest Project Costs (Excel Workbook (Open XML))

SciQuest Purchase Order and Invoice (Adobe Acrobat Document)

SciQuest Statement of Work (Adobe Acrobat Document)