

Delta State

Finance and Administration/VPF

Accounting

University Accounting

Mission statement

University Accounting's mission is to ensure the efficient and effective administration of all accounting and payroll processes at Delta State. These processes include management of the Banner accounting module, processing and auditing all operating expenditures, monthly and bi-weekly payrolls, and grants accounting. Responsibilities include internal controls, internal and external audit, state and federal compliance, and responding to requests for information from the IHL Board, state and federal government and other funding agencies.

Related Items

There are no related items.

ACC 01: OU External Audit

Start: 7/1/2011

End: 6/30/2012

User Outcome

Annual external audit

Data Collection (Evidence)

Meetings with external auditors and final audit report.

Results of Evaluation

No verbal or written findings regarding the institution's internal controls and financial data were reported by KPMG, Delta State's external auditor.

Use of Results and Recommendations

University accounting will continue to review and strengthen where necessary internal controls as needed.

Related Items

There are no related items.

ACC 02: OU Communications

Start: 7/1/2011

End: 6/30/2012

User Outcome

Timely responsiveness to requests for accounting information, accuracy of data and completion of reports within deadline.

Data Collection (Evidence)

A survey of users and individual interviews assessing University Accounting's responsiveness.

Results of Evaluation

A survey on University Accounting responsiveness was not conducted in FY2012 but will be in FY2013. Individual interviews were conducted and reported to the Comptroller.

Use of Results and Recommendations

Interviews and survey results will be used to improve timeliness, accuracy, and report completion.

Related Items

There are no related items.

ACC 2012_01: Budget Module

Start: 7/1/2011

End: 6/30/2012

Unit Goal

Implement the budget module in Banner.

Evaluation Procedures

The Comptroller will work with Ellucian professional services staff to develop the workplan and schedule for implementing spreadsheet budgeting in Banner.

Actual Results of Evaluation

Banner's spreadsheet budgeting was implemented in May, 2012. The new functionality was used to develop budgets and upload them into Banner.

Use of Evaluation Results

Spreadsheet budgeting will be used to develop and upload the university's operating budget in future years.

Related Items

  [SP4.Ind01: IHL reports](#)

  [SP4.Ind08: Campus Efficiencies](#)

ACC 2012_02: Time & Effort Reporting

Start: 7/1/2011

End: 6/30/2012

Unit Goal

Implement a time and reporting system for grants and contracts.

Evaluation Procedures

Principal investigators and grant directors will use an automated system to record individual time and effort on grants and contracts for payroll distributions to the respective grant/contract funds.

Actual Results of Evaluation

This goal was not completed in FY2012.

Use of Evaluation Results

Because this goal was not completed in FY2012 it will be continued in FY2013.

Related Items

  [SP4.Ind02: Audits](#)

  [SP4.Ind08: Campus Efficiencies](#)

ACC 2012_03: Staff Training

Start: 7/1/2011

End: 6/30/2012

Unit Goal

Provide staff and Comptroller training opportunities on Banner and other related systems.

Evaluation Procedures

Staff and Comptroller productivity will be monitored and reviewed for increased efficiency and productivity.

Actual Results of Evaluation

Due to workload, turnover, and resource limitations, no training opportunities were offered in FY2012.

Use of Evaluation Results

Staff and Comptroller training will be emphasized in FY2013.

Related Items

  [SP3.Ind09: Professional development](#)

  [SP4.Ind08: Campus Efficiencies](#)

Section IV.a

Brief Description

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

University Accounting provides financial information to the DSU administration, faculty and staff, IHL Board, the state department of Finance & Administration, the federal government and other entities. The various functions and responsibilities include preparation of the university budget, financial report and year-end summary, EADA and NCAA athletic reports and a multitude of IHL reports throughout the course of the year. Accounting also manages the cash and investments of the university, federal drawdowns, IRS reporting, Banner training and maintenance, receipt of all grant and contract funds and budget development, and the preparation of all university payrolls and payroll reporting.

Section IV.b

Comparative data

Enrollment, CHP, majors, graduation rates, expenditures, trends, etc.

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

N/A

Section IV.c

Diversity Compliance Initiatives and Progress

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

There were no changes in the gender minority composition of University Accounting personnel.

Section IV.d

Economic Development Initiatives and Progress

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

N/A

Section IV.e

Grants, Contracts, Partnerships, Other Accomplishments

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

The most notable accomplishment of FY2012 was the implementation of the Banner "Spreadsheet Budgeting" function. Working with Ellucian personnel, the Comptroller brought spreadsheet budgeting on-line and used this functionality in the FY2013 operating budget process.

Section IV.f

Service Learning Data

List of projects, number of students involved, total service learning hours, number of classes, faculty involved, accomplishments.

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

N/A

Section IV.g

Strategic Plan Data

Only use this section if you have strategic plan info to report that is not covered in other areas of your report

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

N/A

Section IV.h

Committees Reporting To Unit

Each unit includes in the annual plan and report a list of the committees whose work impacts that unit or any other aspect of the university; along with the list will be a notation documenting the repository location of the committee files and records. Committee actions affecting the unit's goals may be noted in other applicable sections of the annual reports. Not required to be included in the unit's annual plan and report, but required to be maintained in the repository location, will be a committee file that includes, for each committee: Mission and by-laws, Membership, Process, Minutes.

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

N/A

Section V.a

Faculty (Accomplishments)

Noteworthy activities and accomplishments

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section V.b

Staff (Accomplishments)

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section V.c

Administrators (accomplishments)

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section V.d

Position(s) requested/replaced with justification

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section V.e

Recommended Change(s) of Status

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section VI.a

Changes Made in the Past Year

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section VI.b

Recommended Changes for the Coming Year

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative