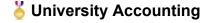
Delta State University FY2013 Unit Level Report Department: University Accounting

Unit Mission



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.

Delta State University FY2013 Unit Level Report

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User Outcomes

SACC 01: OU External Audit

Start:7/1/2012 **End:**6/30/2013

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.

MACC 02: OU Communications

Start:7/1/2012 **End**:6/30/2013

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 conducted in FY 2013. Results have not been released 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.

Delta State University FY2013 Unit Level Report

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Unit Goals

ACC 2013_01: GASB Statement Reporting

Start: 7/1/2012 **End:** 6/30/2013 **Unit Goal**

Implement GASB reporting module in Banner.

Evaluation Procedures

The Comptroller will work with Ellucian professional services staff to fully implement automated GASB funding accounting reports.

Actual Results of Evaluation

Once fully implemented, automated GASB reporting will dramatically reduce the time currently spent developing GASB financial statements and allow for more timely submission of financial statements to the IHL Board.

Use of Evaluation Results

Automated GASB statements will ensure timely and accurate reports to IHL and Management.

Related Items

SP4.Ind02: Audits

SP4.Ind08: Campus Efficiencies

ACC 2013 02: Staff Training

Start: 7/1/2012 **End:** 6/30/2013

Unit Goal

Continue training in Banner and related systems for the Comptroller, other accounting staff, and campus users.

Evaluation Procedures

The accounting staff will each attend some form of Banner training throughout the course of the year. The Comptroller will utilize the training modules previously contracted with Ellucian for him. The Comptroller will also deliver formal training sessions across campus on the Budget Status Report developed in FY2012.

Actual Results of Evaluation

Due to workload, turnover, and resource limitations, very few training opportunities were offered in FY 2013

Use of Evaluation Results

The actual training results will be used to conduct user training, whether ad hoc or formal training sessions.

Related Items

SP3.Ind09: Professional development

SP4.Ind08: Campus EfficienciesSP4.Ind08: Campus Efficiencies

Delta State University FY2013 Unit Level Report

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ACC 2013_03: Banner Reporting

Start: 7/1/2012 End: 6/30/2013

Unit Goal

Continue review of Banner accounting module issues discussed in Banner Discovery document.

Evaluation Procedures

The Comptroller will review all issues found in the Banner Discovery document, prioritiize them, and work with OIT, Student Business Services staff, and accounting staff on implementation and resolution.

Actual Results of Evaluation

Spreadsheet budgeting has been fully implemented and has made the budget process more efficient and accurate.

Use of Evaluation Results

Implmenting and resolving the issues raised in the Banner Discovery document will be used to improve the efficiency and productivity of staff.

Related Items

SP4.Ind01: IHL reports

Delta State University FY2013 Unit Level Report Department: University Accounting

□ Meets Standards □ Does Not Meet Standards

Narrative

Section IV.a Brief Description Judgment Meets Standards Narrative	□ Does Not MeetStandards	□Not Applicable		
Judgment	ors, graduation rates, expendit			
□ Meets Standards ■ Marrative	□Does Not MeetStandards	□Not Applicable		
Section IV.c Diversity Complication Judgment Meets Standards Narrative	ance Initiatives and Pr □Does Not MeetStandards	ogress □Not Applicable		
Section IV.d Economic Develor Judgment Meets Standards Narrative	ppment Initiatives and Does Not MeetStandards	Progress □ Not Applicable		
Section IV.e				
Grants, Contracts, Partnerships, Other Accomplishments				
Judgment Meets Standards Narrative	□ Does Not MeetStandards	□Not Applicable		
Section IV.f Service Learning List of projects, number involved, accomplishing Judgment Meets Standards Narrative	er of students involved, total se	ervice learning hours, number of classes, faculty □Not Applicable		
Section IV.g Strategic Plan Da Only use this section if report Judgment		o report that is not covered in other areas of your		

 $\, \, \Box \, \mathsf{Not} \, \, \mathsf{Applicable} \, \,$

Department: University Accounting

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	minittee: Mission and by-laws,	Membership, Proc
□ Meets Standards Narrative	□Does Not MeetStandards	□Not Applicable
Section V.a Faculty (Accom Noteworthy activities Judgment Meets Standards Narrative	plishments) s and accomplishments □ Does Not MeetStandards	□Not Applicable
Section V.b Staff (Accompli Judgment Meets Standards Narrative	shments) □ Does Not MeetStandards	□Not Applicable
Section V.c	(accomplishments) □Does Not MeetStandards	□Not Applicable
Section V.d Position(s) requ Judgment Meets Standards Narrative	uested/replaced with j	ustification □Not Applicable
Section V.e Recommended Judgment Meets Standards Narrative	Change(s) of Status □Does Not MeetStandards	□Not Applicable
Section VI.a Changes Made i Judgment Meets Standards Narrative	in the Past Year □Does Not MeetStandards	□Not Applicable
Section VI.b		
Recommended Judgment	Changes for the Comin	g Year