Unit Missions

🏅 **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.

User Outcomes

ACC 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.

ACC 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.

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.Ind01: IHL reports

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 Efficiencies

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

SP4.Ind08: Campus Efficiencies

Section IV.a

Brief Description

Judgment
□ Meets Standards   □ Does Not Meet Standards   □ Not Applicable

Narrative

Section IV.b

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

Judgment
□ Meets Standards   □ Does Not Meet Standards   □ Not Applicable

Narrative

Section IV.c

Diversity Compliance Initiatives and Progress

Judgment

□ Meets Standards   □ Does Not Meet Standards   □ Not Applicable

Narrative

Section IV.d

Economic Development Initiatives and Progress

Judgment

□ Meets Standards   □ Does Not Meet Standards   □ Not Applicable

Narrative

Section IV.e

Grants, Contracts, Partnerships, Other Accomplishments

Judgment

□ Meets Standards   □ Does Not Meet Standards   □ Not Applicable

Narrative

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

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

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

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