

DELTA STATE UNIVERSITY: NON-ACADEMIC ANNUAL REPORT
Academic Year 2006-07

I. Unit Title:

UNIVERSITY ACCOUNTING

Division or School/College:

FINANCE & ADMINISTRATION

Unit Administrator:

BECKY FOSTER

II. Educational Program Learning Outcome Assessment Plan

Learning Outcome	Data Collection and Analysis	Results of Evaluation	Use of Evaluation Results
Students will submit proper payroll documentation in a timely manner.	Checklist of employment documents Error sheet returned to dept List students not paid or paid in cash	Avg 408 students employed each semester 9.3% documents returned in fall; 2.02% documents returned in spring 0 students paid in cash 5 manual checks were written	No changes to be made. Training for supervisors will be continued.
Departments will demonstrate fiscal responsibility for their operating budgets in Banner.	<u>1</u> - Survey of departments' bookkeeping methods <u>2</u> -Budget to actual comparison	<u>1</u> -Of the 20 departmental secretaries requesting additional Banner training in FY06, 4 have received training and 2 are no longer employed. <u>2</u> -Of 143 organization budgets, 33 (23%) had deficits (\$994,957.51 or 6.8% of total budget). The 33 budgets deficits are made up of physical plant (23.12%), athletics (9%), depts. with excess revenue (20.26%), tuition waivers to be spread to dept. fringe benefits (12.4%).	<u>1</u> -FY06 will be repeated in FY08 to include new staff. Banner training will be scheduled for those requesting it. <u>2</u> -Analysis will be done each year.
University personnel will compile and submit proper documentation to establish new grants	Checklist of documents needed to establish grant Error sheet to be returned to grant administrator Data collected November-June	14 grant proposals were received; 1 had missing budget, 1 did not have signed contract. At the time of the report, neither has been received.	No changes

III. Division/Department Goals for the Current Year

A. Goal #1 – Provide financial reports as scheduled and ad hoc reports as necessary to IHL Board, Vice President for Finance, DSU Cabinet, department chairs, and/or program directors.

1. Institutional Goal which was supported by this goal:

The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure (SP#3).

2. Evaluation Procedure(s):

Audit results by Office of the State Auditor and various granting agencies
Feedback from IHL
Feedback from university personnel

3. Actual Results of Evaluation:

No findings from state audit or audits of grants

All reports are completed, including but not limited to 24 financial and/or payroll reports scheduled on the IHL Reporting Calendar, annual financial statements in both fund format and GASB format, departmental budget worksheets, budget analyses for IHL, legislative budget request for FY07, monthly budget updates, and numerous ad hoc reports.

4. Use of Evaluation Results:

Goal #1 is a permanent goal for University Accounting.

B. Goal #2 – Keep abreast of changes in tax laws and financial reporting requirements.

1. Institutional Goal which was supported by this goal:

The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure (SP#3).

2. Evaluation Procedure(s):

Meeting attendance
Reports are prepared according to current law/reporting requirements

3. Actual Results of Evaluation:

- Becky Foster represented Mr. Redlin at the March IHL CFO meeting and attended the yearly Business Officers meeting in Jackson in April. She also attended a meeting sponsored by IHL on “Bonds and Swaps 101”. The department did not attend the MBUG annual meeting nor the Banner Summit this year.
- No published findings in FY06 financial statement audit.
- We subscribe to several publications which provide updates to tax law and current financial practice and are members of Banner, MS Comptrollers, and nonresident alien listservs.

4. Use of Evaluation Results:

Goal #2 is a permanent goal for University Accounting.

C. Goal #3 – Provide accurate and timely payrolls and their related deposits and reporting

1. Institutional Goal which was supported by this goal:

The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure (SP#3).

2. Evaluation Procedure(s):

Feedback from employee or department head

At June 30 payroll liability accounts are reconciled. An examination of the liability account will reveal any vendor payment errors.

Rejected reports; assessment of penalties.

3. Actual Results of Evaluation:

Payroll liability accounts will be reconciled at 6/30 and any errors found will be corrected.

We have had no rejected reports.

4. Use of Evaluation Results:

Deposit regulations for 1042S were reviewed with new employees.

Use of payroll problem log is giving us good history to resolve problems.

Goal #3 is a permanent goal for University Accounting.

D. Goal #4 – Implement new products from Evisions

1. Institutional Goal which was supported by this goal:

The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure (SP#3).

2. Evaluation Procedure(s):

Use of FormFusion tax software to produce W-2s, 1099's (purchasing), and 1098-T's (Student Business Services).

3. Actual Results of Evaluation:

FormFusion was used to produce a laser printed, four-to-a-page W-2 which was issued to all employees. These forms were much more legible than the pressure sets we had used in the past. We did not receive telephone calls from CPAs asking us to validate numbers. We were also able to reprint single W-2s to employees who had either lost their copy or needed an extra copy for financial, mortgage loan applications, etc. In the past we had typed these manually on carbonless pressure forms; if we made a mistake, we had to start over. This resulted in saving much time for employees as well as for the payroll office.

4. Use of Evaluation Results:

This Evisions FormFusion product and Intellicheck will be used in the future.

E. Goal #5 – Provide atmosphere of encouragement and recognition for departmental personnel.

1. Institutional Goal which was supported by this goal:

The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure (SP#3).

2. Evaluation Procedure(s):

Travel log

Awards or honors received by staff members

Classes taken by staff members

3. Actual Results of Evaluation:

Because of a retirement, a promotion and change of position, and the hiring of two new accountants and a new vice president during the year, we were not able attend meetings away from campus. We hope to be able to schedule some meetings next year. Becky Foster the winner of one of the inaugural 2006-2007 Foundation Awards for Staff Excellence in Service in the category of Service to University Colleagues. The award carried a \$3,000 cash prize. During the fall semester, Donna Fitzgerald completed CIS 205, which covers the Microsoft Office software suite.

4. Use of Evaluation Results:

Goal #5 is a permanent goal for University Accounting.

IV. Data and information for department:

University Accounting is located in Suite 217 of Kent Wyatt Hall. The department is made up of three separate functions which work together to provide accurate, useful, and timely financial information to the DSU administration, faculty, and staff, IHL Board, the Department of Finance and Administration, outside entities, and others as requested. These functions and their responsibilities are:

General University Accounting

- Preparation of the university budget, including provision of comparative budget documents for the budget preparation process and consolidation of budget requests from Cabinet areas;
- Management of University budget by approval/disapproval of expenditures, advice to departments concerning budget matters, and preparation of all intra-university transactions.
- Accounting for all funds received and expended by the University, according to federal/state law and using generally accepted accounting principles;
- Maintenance of chart of accounts according to IHL guidelines;
- Preparation of financial reports, including the annual University financial and fund statements, Analysis of Budgets, and Mississippi Budget Request, and various reports to the IHL Board;
- Preparation of ad hoc reports as required by the Vice President for Finance, DSU Cabinet, IHL Board, or other University personnel;
- Management of University cash and investments by monitoring bank balances, investing excess cash to insure maximum return on investments, and facilitating electronic drawdowns of federal funds;
- IRS reporting for nonresident alien students, including assessment of federal taxes and production and distribution of Forms 1042S;
- Maintenance for access and document flow in Banner Finance security system;

- Provision of on-going training in Banner Finance for DSU employees;
- Troubleshooting Banner Finance problems using SCT support, Banner documentation and Collegis sources.

Grants Accounting

- Receipt of all grant documents from project direct and establishment of fund and budget for each contract;
- Direct communication with each project director;
- Preparation of all required grant reports to the sponsoring agency;
- Oversight of grant budgets by approval of all expenditures relative to each grant contract;
- Representative of the University in all federal and state audits.

Payroll

- Preparation of all university payrolls (monthly, biweekly, student, graduate assistant, and summer)
- Distribution of all payroll deductions to the proper agencies/companies in a timely manner;
- Preparation of all related reports, including monthly reports to accompany payments, IHL reports, and ad hoc reports as required;
- Preparation of year-end tax documents and related reporting to the IRS;
- Collection, deposit, and billing of retiree insurance payments to the University and related reporting;
- Receipt of legal documents relative to the payroll and related correspondence.

V. Personnel:

University Accounting personnel are: Becky Foster, Director; Margaret Kelly, Accounting Specialist; Vicki Williams, Accountant I; Meredith Coleman, Accountant I; Beverly Lindsey, Payroll Supervisor; and Donna Fitzgerald, Payroll Officer.

Noteworthy activities and accomplishments:

The University received a clean audit of the FY06 financial statements from the Office of the State Auditor, State of Mississippi. Other restricted funds audited during FY07 were Delta Reads Partnership, WIA grants, Small Business Development Center, and America Reads Mississippi, with no findings. DSU's grant with Delta Health Alliance was also monitored. DSU's indirect cost proposal based on FY06 expenditures was submitted to the Department of Health and Human Services, and a new rate of 46% for FY2009 through FY2011 has been approved.

The department went through major personnel changes during FY07. Vice President for Finance Billy Morehead transferred to the Department of Accountancy, and Greg Redlin was hired as the new Vice President for Finance and Administration in November.

Amy Whittington left her position as Accountant I to pursue an accounting opportunity near her family in Durant. In December Kaye Ware, Payroll Supervisor, retired after over 30 years' service to the university. Beverly Lindsey was promoted to Kaye's position in payroll, and two new employees were hired in the Accountant I positions. We were pleased to add Vicki Williams, CPA, who had 15 years' experience with the State Tax Commission, and Meredith Coleman, a recent DSU graduate in accounting who is currently working on her masters in accounting.

Department personnel serve the university on various committees. Becky Foster and Beverly Lindsey are members of the Staff Council, with Beverly serving as Secretary for FY07. She was elected Vice President of the Staff Council for FY08. Becky is a member of the Incentives and Recognition Committee, and Beverly is a member of the Projects Committee. Donna Fitzgerald serves on the DSU Courtesy Committee. Becky, Beverly, Margaret, and Donna are members of the Staff Technology Group. Becky is a member of the Information Technology Governance Committee and University Benefits Committee. She also served on ad hoc committees of the Staff Council for staff compensation. Becky and Beverly served on an ad hoc committee to address new faculty's financial difficulties caused by our current payroll calendar setup.

New position(s) requested, with justification:

None requested

Recommended change of status

None requested

VI. Division/Department Goals for Coming Year

A. Goal # 1-Provide financial reports as scheduled and ad hoc reports as necessary to IHL Board, Vice President for Finance, DSU Cabinet, department chairs, and/or program directors.

1. Institutional Goal(s) supported by this goal:

The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure (SP#3).

2. Expected Results:

Audit results by Office of the State Auditor and various granting agencies
Feedback from IHL
Feedback from university personnel

3. Evaluation Procedure(s):

All reports are completed, including but not limited to 24 financial and/or payroll reports scheduled on the IHL Reporting Calendar, annual financial statements in both fund format and GASB format, departmental budget worksheets, budget analyses for IHL, legislative budget request for FY08, monthly budget updates, and numerous ad hoc reports

4. Use of Evaluation Results:

Goal #1 is a permanent goal for University Accounting

B. Goal #2 – Keep abreast of changes in tax laws and financial reporting requirements.

1. Institutional Goal(s) supported by this goal:

The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure (SP#3).

2. Expected Results:

Departmental personnel attend professional meetings
Reports are prepared according to current law/reporting requirements

3. Evaluation Procedure(s):

Meeting attendance
Reports are prepared according to current law/reporting requirements

4. Use of Evaluation Results:

Goal #1 is a permanent goal for University Accounting

C. Goal # 3 – Provide accurate and timely payrolls and their related deposits and reporting.

1. Institutional Goal(s) supported by this goal:

The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure (SP#3).

2. Expected Results:

Payrolls are complete and accurate.

All deposits and invoices are paid without penalty.

All reports are received in a timely manner.

The new M3 payroll is successfully implemented in August.

3. Evaluation Procedure(s):

Feedback from employee or department head

At June 30 payroll liability accounts are reconciled. An examination of the liability account will reveal any vendor payment errors.

Rejected reports; assessment of penalties.

4. Use of Evaluation Results:

Goal #3 is a permanent goal for University Accounting.

D. Goal #4 – Implement new products from Evisions

1. Institutional Goal(s) supported by this goal:

The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure (SP#3).

2. Expected Results:

Employee direct deposit authorizations are e-mailed in a pdf file using FormFusion to those employees having e-mail access.

The files can be password protected for added security.

3. Evaluation Procedure(s):

Feedback from employees

4. Use of Evaluation Results:

Improve efficiency-time saved by eliminating manual preparation and stuffing of envelopes

Provide employees secure payroll information that can be printed or saved to their computers.

E. Goal #5 – Delegation of duties and distribution of workload.

1. Institutional Goal(s) supported by this goal:

The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure (SP#3).

2. Expected Results:

Department workload is more evenly distributed, with employees learning new skills and adding new responsibilities.

3. Evaluation Procedure(s):

Some of the duties and responsibilities currently handled by the Director of Accounting are delegated to other employees.

4. Use of Evaluation Results:

Improve department efficiency; allow department head time to concentrate on higher level responsibilities.