Delta State University
Vice President for Finance
Annual Report FY 2002-2004

I. Unit Title: Office of Finance
Unit Administrator: William A. Morehead

II. MISSION STATEMENT

The Office of Finance provides administrative oversight of financial service units and operations to meet the university's mission, strategic goals, and the needs of her students, faculty, and staff.

III. DATA AND INFORMATION FOR DEPARTMENT

The Office of Finance is directly contribution to the Delta State University Strategic Directions of 2004-2005 as it helps to achieve the following institutional goals:

- Completion of a new five-year strategic plan for the university
- Building both the spirit of the community on the campus and a student-friendly attitude in all departments, greater diversity of faculty and staff, improvement of intracampus communications, and faculty and staff salary improvements
- Continue, initiate, and/or complete a host of physical plant renovation and construction projects (highlighted on page 5)
- Manage effectively the start-up or continuation of the institution's outsourcing partnerships: bookstore with Follett and food services with ARAMARK
- Contribute to the building of a successful recruiting and retention of students
- Contribute to the increase of the quality of student life through enhancements in the student center, resident hall improvements, and improvements in food service and bookstore operations

IV. ANNUAL GOALS AND OBJECTIVES

1. Plan and produce an annual budget and related report documents for the university, Board of Trustees of the Institutions of Higher Learning (IHL), Legislature, and others as required and requested.

2. Monitor and adjust the budget throughout the cycle

3. Provide productivity and financial information for management decision making.
4. Ensure that annual audits are performed for state and federal compliance, accurate financial reporting, and internal controls.

5. Maintain a current inventory of fixed assets in accordance with proper accounting practice and state law.

6. Ensure needed services are provided and are financially self-supporting.

7. Provide human resources services and related employee benefits to meet the needs of employees.

8. Ensure that auxiliary services are provided to meet the needs of students and employees.

9. Conduct staff development and evaluation reviews to promote a quality work environment

10. Prepare annual financial statements in accordance with Generally Accepted Accounting Practices.

11. Provide additional accurate financial and administrative information to the IHL and Legislature as required and requested.


13. Administer and monitor active construction and renovation projects.

V. HIGHLIGHTS

1. The University received a financial and compliance audit with no findings for all aspects of operations for both FY 2002 and FY 2003.

2. Completed the construction of the following projects:
   
   - Kent Wyatt Hall for Student Services and Administration
   - Women’s Softball Facility
   - Football Bleacher Relocation

3. Purchased three new planes for the DSU Aviation Program.
VI. FY 2004-2005 GOALS

In addition to the annual goals above, the Office of Finance seeks to accomplish the following specific goals for FY 2004-2005:

1. Continue to receive unqualified audit opinions on financial and compliance audits.

2. Initiate, continue, or complete the following construction and renovation projects:

   - Coahoma County Higher Education Center renovation
   - Court of Governors dormitory renovation
   - Airport Hangar addition
   - Baioni Conference Center renovation
   - Delta Music Institute establishment/renovation of existing space
   - Jobe Hall renovation
   - Family and Consumer Sciences kitchen renovation
   - Roofing Project replacement
   - ADA Project improvements
   - Chadwick-Dickson renovation
   - Dorgan Performance Center addition
   - Thigpen Baseball Annex
   - Caylor-White/Walters renovation
   - Kethley, Bailey, Union renovations
   - Update the campus HVAC infrastructure
   - Central Mechanical Plant
   - Demolition of Woolfolk and Daughrity Halls and parking lot construction

3. Purchase three flight simulators for the Aviation Program

4. Secure funding for general campus repair and renovation, including roofs, street drainage, building and systems repairs.

5. Seek additional revenues, efficiencies, and maximize existing revenues.

6. Monitor outsourced operations for satisfactory performance and compliance with goals and contractual obligations.