

Annual Goals for Controller

2010-2011

Title:	Internal process improvement
Description:	Continue to improve internal processes and risk management for the University.
Budget:	0.00
University Goals:	1,4
Strategic Goals:	
Responsibility:	Controller
Participation:	VP for Business and Financial Affairs
Results:	1. The Office of Financial Affairs began an internal control review of policies and procedures. In the initial phase of this project, this included preparation of a revenue collection questionnaire to be disseminated to faculty and staff and the responses analyzed to ascertain level of compliance and identify measures necessary to improve internal control, if weaknesses are noted. 2. The Bursar's Office also worked with the Athletic Ticket Office and the Office of Student Engagement to integrate ticketing software with Touchnet and to maintain CPI compliance.
Actions:	The Office of Financial Affairs began an internal control review of policies and procedures. In the initial phase of this project, this included preparation of a revenue collection questionnaire to be disseminated to faculty and staff and the responses analyzed to ascertain level of compliance and identify measures necessary to improve internal control, if weaknesses are noted. 2. The Bursar's Office also worked with the Athletic Ticket Office and the Office of Student Engagement to integrate ticketing software with Touchnet and to maintain CPI compliance.

Improvements:

Title:	Enhance access and reporting
Description:	Optimize the Banner software modules to enhance accessibility to and reporting from financial data.

Budget:	0.00
University Goals:	1,4
Strategic Goals:	
Responsibility:	Controller
Participation:	VP for Business and Financial Affairs
Results:	<p>1. The grants and contracts area of the Business Office developed a workflow process that has increased efficiencies in grant processing as the grant moves from office to office during the each stage of the process (from proposal to implementation to final reporting). 2. Accounts Payable personnel continue work on imaging checks processed and the associated documentation in an effort to reduce storage space needs and the time it takes to retrieve information on a particular disbursement. The imaged documentation is linked to Banner forms to aid in the retrieval of documents relevant to entries processed in the Banner administrative system. 3. A State of Alabama requirement that was tied to disbursement of federal economic stimulus funds by the State was the establishment of on-line reporting of University expenditures. The final phase of the reporting (full implementation of a searchable database for university expenditures) was completed on September 1, 2010. The Controller, Financial Affairs, Accounts Payable and Payroll offices have worked with the university's webmaster, Office of Human Resources and Computer Services to provide the information necessary to fulfill this requirement and continue to provide the information on a monthly basis.</p>
Actions:	<p>1. The grants and contracts area of the Business Office developed a workflow process that has increased efficiencies in grant processing as the grant moves from office to office during the each stage of the process (from proposal to implementation to final reporting). 2. Accounts Payable personnel continue work on imaging checks processed and the associated documentation in an effort to reduce storage space needs and the time it takes to retrieve information on a particular disbursement. The imaged documentation is linked to Banner forms to aid in the retrieval of documents relevant to entries processed in the Banner administrative system. 3. A State of Alabama requirement that was tied to disbursement of federal economic stimulus funds by the State was the establishment of on-line reporting of University expenditures. The final phase of the reporting (full implementation of a searchable database for university expenditures) was completed on September 1, 2010. The Controller, Financial Affairs, Accounts Payable and Payroll offices have worked with the university's webmaster, Office of Human Resources and Computer Services to provide the information necessary to fulfill this requirement and continue to provide the information on a monthly</p>

basis.

Improvements:

Title: Update policies

Description: Update and distribute travel and entertainment policies.

Budget: 0.00

University Goals: 1,4

Strategic Goals:

Responsibility: Controller

Participation: VP for Business and Financial Affairs

Results: The Business Office worked with committees within shared governance and University administration to formulate, approve and implement updated travel and entertainment policies.

Actions: The Business Office worked with committees within shared governance and University administration to formulate, approve and implement updated travel and entertainment policies.

Improvements:

Title: Offer risk management training

Description: Offer training in risk management and business practices to enhance knowledge and awareness of issues.

Budget: 0.00

University Goals: 1,4

Strategic Goals:

Responsibility: Controller

Participation: VP for Business and Financial Affairs

Results: The Controller's Office provided training in business practices and fraud prevention for staff and faculty with fiduciary responsibilities in October, 2010.

Actions: The Controller's Office provided training in business practices and fraud prevention for staff and faculty with fiduciary responsibilities in October,

2010.

Improvements:

Title:	Integration of Banner system
Description:	Continue to integrate Sungard's Banner software system into Business Office operations.
Budget:	0.00
University Goals:	1,2,4
Strategic Goals:	
Responsibility:	
Participation:	
Results:	<p>1. The area of Financial Affairs includes the management of the finances of grants and contracts. An updated indirect cost proposal is due this summer and the Office of Financial Affairs has been retrieving and organizing data necessary for the preparation of this proposal. The indirect cost rate affects most grants the University receives and is an important revenue stream. 2. This office also developed a workflow process that has increased efficiencies in grant processing as the grant moves from office to office during the each stage of the process (from proposal to implementation to final reporting). 3. The Bursar's Office also worked with the Athletic Ticket Office and the Office of Student Engagement to integrate ticketing software with Touchnet and to maintain CPI compliance. 4. A State of Alabama requirement that was tied to disbursement of federal economic stimulus funds by the State was the establishment of on-line reporting of University expenditures. The final phase of the reporting (full implementation of a searchable database for university expenditures) was completed on September 1, 2010. The Controller, Financial Affairs, Accounts Payable and Payroll offices have worked with the university's webmaster, Office of Human Resources and Computer Services to provide the information necessary to fulfill this requirement and continue to provide the information on a monthly basis.</p>
Actions:	<p>1. The area of Financial Affairs includes the management of the finances of grants and contracts. An updated indirect cost proposal is due this summer and the Office of Financial Affairs has been retrieving and organizing data necessary for the preparation of this proposal. The indirect cost rate affects most grants the University receives and is an important revenue stream. 2. This office also developed a workflow process that has increased efficiencies in grant processing as the grant moves from office to office during the each</p>

stage of the process (from proposal to implementation to final reporting). 3. The Bursar's Office also worked with the Athletic Ticket Office and the Office of Student Engagement to integrate ticketing software with Touchnet and to maintain CPI compliance. 4. A State of Alabama requirement that was tied to disbursement of federal economic stimulus funds by the State was the establishment of on-line reporting of University expenditures. The final phase of the reporting (full implementation of a searchable database for university expenditures) was completed on September 1, 2010. The Controller, Financial Affairs, Accounts Payable and Payroll offices have worked with the university's webmaster, Office of Human Resources and Computer Services to provide the information necessary to fulfill this requirement and continue to provide the information on a monthly basis.

Improvements: