

Department: Budget

*What are the main objectives of your unit and how do you measure success in achieving them? How do you review and evaluate your department's yearly performance?*

Our unit exists to serve the Adams State University community with allocation of resources and general planning for operations. We prepare the annual operating budget for the Board of Trustees. Once approved, we implement and maintain the University's annual budget and budget adjustments throughout the year. We provide timely and transparent forecast information.

Individuals within the department are evaluated annually by their supervisors. While the department isn't formally evaluated, we feel like we are successfully performing our jobs when we are able to complete the budget timely and efficiently, as well as by providing prompt and accurate information to the University community when it is requested.

*In what ways does your unit relate to other units of the university, academic and non-academic?*

The Budget Office provides budget related data to constituents across campus, as well as externally. We are responsible for preparing the annual operating budget, Fee for Service Contract, Budget Data Book, RMAC survey, Executive Salary survey, and Tuition and Fee survey for the University. Represent ASU at CDHE CFO Meetings, negotiate the funding model, and respond to requests for information from the Joint Budget Committee, Legislative Council, and other entities. We provide Budget training campus wide. We review payroll and monitor budgets and work with individual departments, should their allocation become NSF. We provide cost analysis as well as revenue and expenditure projections. Our office reviews and approves budget transfers. The Budget Office tracks vacancy savings and reserves and ensures the budget is in balance. We also Review and approve personnel contract recommendations, to confirm budget. We analyze new upgrades to our software system and work with Computing Services to resolve any issues we find. We provide customer service to the campus in regards to the Budget.

*What resources do you need to improve your services to a superior level? How could the university help your unit do its job better?*

Banner training to help us better utilize the functions of our ERP system is needed. There are some features we don't have set functionally set up. Some examples are online Personnel Contract Recommendation forms, tracking of salary and benefits, and position control.

*Do you see needs and demands for services that your unit cannot currently meet? If so, what are they, and how do they relate to the university's mission?*

Yes. Our limited staffing creates challenges with cross training. We work hard to ensure uninterrupted services in payroll, accounts payable, purchasing, and budget, but we also need to limit access points for internal controls.