

## Office of Finance

Division of the University: Fiscal Affairs

Administrative Unit Assessment Year Reporting: FY22 (July 2021 – June 2022)

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Department Mission and Goals. The mission and goals of the department should be consistent over a 5 year period, although some institutional changes may necessitate and prompt a change in mission or goals for specific departments. In this section, you will report the mission statement for your department as well as the long term goals (5 year range) for the department.

6. What is the mission statement for this department/area? Your mission should explain why the department/area exists and who it serves.	The Middle Georgia State University Office of Finance Administration & Reporting promotes the mission of the University by providing students with the necessary service to fulfill their financial obligations to the University while maintaining the University's commitment to an affordable education. These services are provided in accordance with the policies and procedures of the University, the USG, and the State of Georgia to ensure sound fiscal responsibility.
7. What are the goals for this department? These should be the "big things" the department/area intends to accomplish within 5 years.	To maintain full staffing in order to implement appropriate processes and programs to ensure that the resources in the Office of Finance, Administration & Reporting are being utilized effective and efficiently. Also, to more evenly distribute duties among staff and to provide back support for processes.

## Objectives

Each year, every department should identify objectives the department hopes to accomplish in the next year. These should align with departmental goals and the MGA strategic plan. In the next section you will be reporting on the objectives you set and whether or not you achieved them in FY22. Later in the document you will report on objectives you hope to accomplish in the coming fiscal year, FY23.

### Objective 1

8. Objective 1: What was this department's first objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	The Office of Finance Reporting & Administration (Bursar's Office) will implement the "auto-refunding" process in Banner so that financial aid refunds can be delivered three days sooner than the faller mandated 14-day deadline each semester.
9. Objective 1: Detail specifically how your department measured this objective? (Survey,	

## Objective 2

<p>15. Objective 2: What was this department's second objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.</p>	<p>The Office of Finance Reporting &amp; Administration (Accounting) will ensure that 100% of bank reconciliations are completed by the 15th of each month.</p>
<p>16. Objective 2: Detail specifically how your department measured this objective? (By, budget number, number of participants, jobs completed, measurable time and/or effort)</p>	<p>Bank reconciliation date</p>
<p>17. Objective 2: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)</p>	<p>100%</p>
<p>18. Objective 2: Provide details for your target performance level established (i.e., accreditation requirement, past performance data, peer program review, etc.)</p>	<p>USG BPM requirement</p>
<p>19. Objective 2: At what level did the department/area achieve on this objective? (This should be a number, i.e., 82%, 6%, 345 attendees, 75% engagement)</p>	<p>100%</p>
<p>20. Objective 2: Did your department meet this objective?</p>	<p>The department met this objective.</p>
<p>21. Objective 2: Improvement Plans and Evidence of changes based on an analysis of the results: What did your department learn from working toward this objective? What changes will you make based on this effort next year?</p>	<p>Timely completion of bank reconciliations ensure that errors are identified sooner and therefore, can be corrected sooner. We feel that this is a very important objective so implemented policies and procedures will remain in place to try to maintain a 100% completion rate.</p>

Objective 3

<p>22. Objective 3: What was this department's third objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.</p>	<p>The Office of Finance Reporting &amp; Administration (Procurement Office) will ensure that 100 % of P-Card holders and approvers attend training and ePro training is provided to users at least two times through Microsoft Teams.</p>
<p>23. Objective 3: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)</p>	<p>Training sign-in sheets</p>
<p>24. Objective 3: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)</p>	<p>100%</p>
<p>25. Objective 4: Provide details for your target performance level established (i.e., accreditation requirement, past performance data, peer program review, etc.)</p>	<p>DOAS guidelines and recommendations</p>
<p>26. Objective 2: At what level did the department/area achieve on this objective? (This should be a number, i.e., 82%, 6%, 345 attendees, 75% engagement)</p>	<p>100%</p>
<p></p>	<p>The department met this objective.</p>

28. Objective 2: Improvement Plans and Evidence of changes based on an analysis of the results: What did your department learn



## Future Plans

36. Please identify and detail three to four measurable objectives for the next fiscal year. In listing the objectives, please use the format shown in these examples. Objective 1- The Office of Finance  
1) The Department of X will improve services levels by 5% as measured by our satisfaction survey. 2) The department of X will provide training iABC for at least 73 MGA faculty and staff.

## Other

41. Please indicate (if appropriate) any local, state, or national initiatives (academic or otherwise) that are influential in the operations, or goals, and objectives of your unit. (Complete College Georgia, USG High Impact Practice Initiative, LEAP, USG Momentum Year, LowCost NoCost Books, etc.)

