# FINANCE AND ADMINISTRATION

**PROGRAM INFORMATION:**

The Division of Finance and Administration provides to the WKU community the business and administrative services necessary to fulfill the academic mission of WKU. Finance and Administration strives to:

* Demonstrate high ethics and professional standards;
* Excel in customer service;
* Promote a culture of healthy living, safety, and environmental stewardship; and
* Use innovative skills and technology to enhance performance.

Departments reporting to the Vice President include Budget, Environment, Health and Safety, Human Resources, Chief Financial Officer, and WKU Health Services. The Chief Financial Officer oversees the following departments: Accounting, Bursar, Grant Accounting, Payroll, Purchasing and Accounts Payable (including Inventory Control and Shipping and Receiving), and Tax Compliance.

**GOALS/ANTICIPATED PROGRAM ACTIVITIES:**

In FY 2011, we are placing emphasis on the following priorities:

* Benchmark one process within each unit that can be modified to improve efficiency and effectiveness;
* Implement online payment function at WKU Health Services;
* Identify and communicate opportunities to enhance regulatory compliance and promote a culture of safety and environmental stewardship;
* Coordinate and facilitate training for building emergency action plans;
* Fully implement the chemical and hazardous waste tracking system;
* In cooperation with the Department of Planning, Design and Construction, develop Stormwater Pollution Prevention and Compliance Program;
* Hire a Wellness Manager and develop a plan for an expanded Wellness Program with increased campus participation;
* Implement applicant tracking system;
* Fully implement online time input for student employees through TopNet;
* Develop a training program with emphasis on meeting the needs of newly hired office associates;
* Create a web presence to provide easy access to key financial information about WKU;
* Maintain 100 percent staff participation in at least one professional development activity; and
* Ensure fiscal integrity starting with a strategic-driven operating budget and culminating with timely completion of close-out procedures and an unqualified external audit opinion.

**FINANCIAL INFORMATION:**

**2009-10 Revised Budget\* 2010-11 Proposed Budget**

**Pos. Unrestricted Budget Pos. Unrestricted Budget**

Educational and General

Personnel/Fringe Benefits 95.1 6,051,625 98.8 6,251,308

Operating Expenses 1,131,643 1,255,143

Capital Outlay 74,547 102,047

Total Expenditures 7,257,815 7,608,498

\*For comparison purposes, the 2009-10 Revised Budget figures have been adjusted to reflect University reorganization occurring during FY10.