

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; Human Resources; Chief Financial Officer; and WKU Health Services. The Chief Financial Officer oversees the following departments: Accounting, Bursar, Payroll, Purchasing and Accounts Payable (including Inventory Control and Shipping and Receiving), Travel; and Tax Compliance.

GOALS/ANTICIPATED PROGRAM ACTIVITIES:

In FY 2013, we are placing emphasis on the following priorities:

- Complete preparation and site visit for achieving WKU Health Services accreditation;
- Implement new Employee Wellness Program;
- In conjunction with Division of Information Technology, evaluate and select vendor for an employment/applicant tracking system;
- Develop workers' compensation procedural guide for employees traveling and working abroad;
- Develop and implement a university-wide On-Boarding Program that will orient new hires to the WKU campus and equip them to have immediate impact in their units;
- Identify new opportunities to implement document imaging system for more efficient management and records retention;
- 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:

	2011-12 Revised Budget*		2012-13 Proposed Budget	
	<u>Pos.</u>	<u>Unrestricted Budget</u>	<u>Pos.</u>	<u>Unrestricted Budget</u>
<u>Educational and General</u>				
Personnel/Fringe Benefits	89.8	6,019,195	91.8	6,189,576
Operating Expenses		968,569		1,031,609
Capital Outlay		66,522		32,980
Total Expenditures		7,054,286		7,254,165

*For comparison purposes, the 2011-12 Revised Budget figures have been adjusted to reflect University reorganization.