

## 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 and safety; and
- Use innovative skills and technology to enhance performance.

Departments reporting to the Senior Vice President include Budget, Human Resources, Chief Financial Officer, Internal Audit, 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:

Finance and Administration plays a vital role in implementing Strategic Goal 4, Support the Key Mission with a Robust Campus Infrastructure. FY 2014, we are placing emphasis on the following priorities:

- Growing the participation in the WKU Employee Wellness Program;
- Preparing and submitting the 2014-16 biennial budget request;
- Continue implementation of the Patient Protection and Affordable Care Act (PPACA) requirements and assess viability of any alternatives for selected provisions of the Act;
- In conjunction with Division of Information Technology, evaluate and recommend vendors for an employment/applicant tracking system and an e-procurement system;
- Issue bonds for the remainder of the Downing University Center Renovation Project and the Honors/International Building;
- Hire Director of Internal Audit and expand the effectiveness of the internal audit function;
- Develop medical services guide for employees traveling and working abroad;
- Finalize the new reporting requirements of the KTRS Pathways Project;
- 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:

	<b>2012-13 Revised Budget*</b>		<b>2013-14 Proposed Budget</b>	
	<b>Pos.</b>	<b><u>Unrestricted Budget</u></b>	<b>Pos.</b>	<b><u>Unrestricted Budget</u></b>
<u>Educational and General</u>				
Personnel/Fringe Benefits	93.8	6,378,464	95.8	6,558,724
Operating Expenses		1,032,395		1,094,393
Capital Outlay		32,980		27,178
Total Expenditures		7,443,839		7,680,295

\*For comparison purposes, the 2012-13 Revised Budget figures have been adjusted to reflect University reorganization.