

**Campus Budget Analyst**

**Program Review Update**

**October 2012**

**1) What Events Or Changes Most Impacted Your Area In 2011-12?**

**\*Corrections were typically required when implementing new modules in Banner.** During fiscal 11/12, it was determined that background screens related to payroll calculations required amending. For this reason, multiple corrections were processed as journal entries and/or labor redistributions throughout the fiscal year as needed.

**\*Index codes were created and ready for campus use July 01, 2011.**  These codes provide a reliable shortcut for keying FOAP’s into Banner screens. Rather than keying a 22-digit FOAP, use of an index/account code requires keying 10 digits. Because the index code defaults to the correct fund/org/ program, maintenance of index codes for campus use takes the guesswork out of FOAP’s used by non-accounting personnel and significantly helps reduce errors associated with financial transactions.

**\*Campus Chart-of-Account maintenance has become multi-layered with the inclusion of ‘iFOAP Search’, Index Codes and organization needs and updates.** These C-of-A functions are now maintained by the campus budget analyst and great care is taken to update this data as quickly as possible.

**\*Campus budget and personnel reductions continue to challenge the efficiency goals of this position.** Less district and campus personnel equates to delayed response times for inquiries and assistance as needed.

**2) Provide A Quantitative (Measurable) Update, Including Survey Results/Feedback For The 2011-12 Year.**

**List of Quantitative Workload Measurements**

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| Expense Transfers  |
| Budget Transfers |
| Labor Re-distributions |
| Budget Revisions |
| Inter-fund Transfers (*research request for validation prior to district processing*) |
| Budget Entries (*prepared February-June for new FY*) |
| Campus Chart-of-Account Maintenance |
| Float Requests |

**\*During fiscal year 11/12, preparation of monthly charge-backs for the mail-room (postage) & Reprographics (print shop) was addressed and amended.** While charge-back data was previously entered into an excel spreadsheet for audit and processing, and submitted for upload, the implementation of Banner provides an opportunity for personnel in the mail room and print shop to enter data throughout the month directly into Banner screen FGAJVCM. Once monthly transactions are complete, the campus budget analyst performs an overall audit for accuracy and processes the entry to support district requirements and deadlines. Amending this process has significantly reduced time and effort during month-end processes.

**\*Campus Chart-of-Account maintenance has increased with the use of Banner.**

District infrastructure projects related to C-of-A maintenance has greatly improved transparency for financial managers and associated staff. To provide quick response time for campus requests and updates, various elements of this maintenance have been decentralized to the campus budget analyst.

**3) Planning Agenda For 2012-13. Give Your Three Highest Priorities For Improvement In 2012-13.**

a) **Campus infrastructure projects –** Update all forms used by campus personnel and provide easy access links on the campus website.

b) **Campus communication –** Promote campus communication related to budget and finance by soliciting survey feedback and prioritizing burning issues.

c) **Report Writing Techniques –** Work with district and campus personnel to review and build ad-hoc reports for the campus as needed.