

## OFFICE OF BUDGET AND FINANCE ORGANIZATIONAL PROFILE

### MAJOR SERVICE RESPONSIBILITIES

**Resource Planning** – As a process, Resource Planning includes, but is not limited to, the annual budget process, biennial legislative appropriations process, routine and ad hoc fiscal reports, and financial analysis.

**Acquisition** – Includes, but is not limited to, facilitation of purchases, contracts and other acquisitions, and finding the best value in acquiring goods and services.

**Oversight and Information Distribution** – Includes financial compliance with federal and state laws and University policies, and reports distribution to various internal and external constituents.

**Risk Assessment/Mitigation** – Includes development and delivery of internal controls, budget versus actual analysis and legislative analysis.

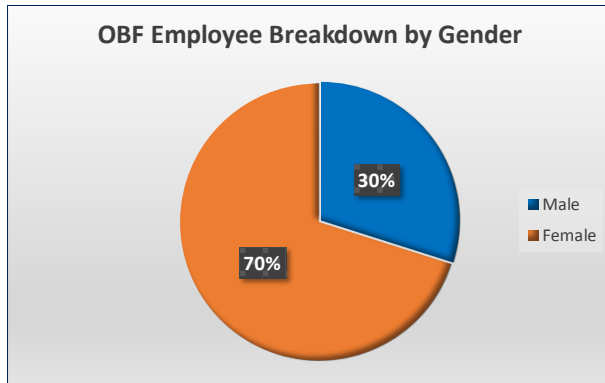
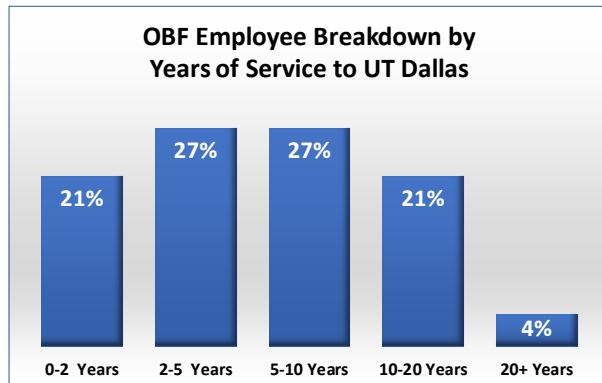
**Transaction Processing** – Includes payroll, accounts payable, accounts receivable, collections, receipts, reconciliations, travel, purchasing and contracts.

**Security Services** – Includes Information Security outreach, compliance, analysis and identity management.

### EMPLOYEE PROFILE

The Office of Budget & Finance is made up of 114 budgeted positions, including vacancies. Due to the variety of functional Units within the Division, we have 69 unique job titles. We are a relatively young Division, with 48% of our employees having less than six years with UTD.

The employee population is 70% female and 30% male. 73% of our employees have an Associate Degree or higher. There are no organized bargaining units within Budget & Finance.



## ANNUAL OPERATING BUDGET (BASED ON FY 2017 ALLOCATIONS)

Budget Item	Amount	Percentage
Salaries and Wages	\$7,542,971	75%
Maintenance and Operations	\$2,509,670	25%
<b>Total</b>	<b>\$10,052,641</b>	<b>100%</b>

### Regulatory Environment

State and federal statutes, regulations and mandates significantly impact our operations. Budget and Finance must comply with the requirements of numerous regulatory agencies, including but not limited to the Higher Education Coordinating Board, Legislative Budget Board, Texas Education Agency, Comptroller, Internal Revenue Service, Social Security Administration and the U.S. Department of Labor, as well as regulatory acts, such as the Family Educational Rights and Privacy Act, and Health Insurance Portability and Accountability Act. Reporting is done annually, monthly and daily, and a significant amount of our efforts center on timely and accurate reporting to regulatory entities.

### Organizational Relationships

The Vice President for Budget and Finance reports to the President of UT Dallas.

## MAJOR CUSTOMERS & PARTNERS

**Senior Administration (President, Executive Vice President, Provost, Vice Presidents & the UT System Board of Regents)** – Budget and Finance provides financial and operational information for decision-making, budgeting, filling, collections, debt counseling and fulfilling regulatory reporting requirements for the University.

**Students** – Services we provide to students include financial services, purchasing, collaborating with student government on policy issues and providing employment opportunities at Budget and Finance.

**Employees** – The payroll, procurement and travel reimbursement functions are areas where Budget and Finance directly impacts employees.

**College & Departmental Business Units** – Budget and Finance supports University business units through providing financial oversight and delivering financial services on behalf of the University and in support of University business units.

**External Customers** – Budget and Finance provides a variety of information and services to the local community and to the State of Texas, e.g., agencies, organizations, legislators and citizens.

## OUR MISSION AND CORE VALUES

### Mission:

We create exceptional value for our Students, Partners and Stakeholders by providing customer-focused financial and security solutions in an innovative, engaging & responsive culture.

### Core Values:

Excellence begins with our Employees. Our commitment to their Well-being, Empowerment, Accountability, Development and Recognition ensures continual adherence to our Values of:

**Innovation** – Continually seek to improve, to be better, more efficient & more effective

**Service & Partnership** – Continually strive to do what’s best for our customers, for UTD & our students as a whole

**Employee-Centricity** – Continually focus on what’s best for our employees

**Integrity** – Act ethically with the highest intent at every level

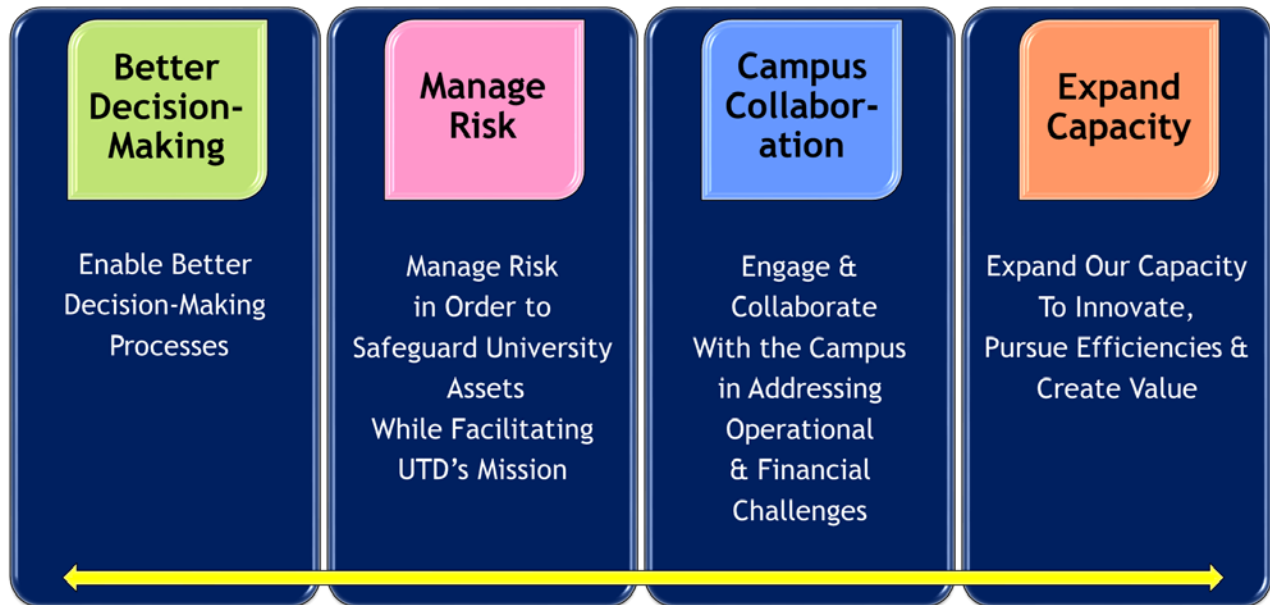
**Empathy & Respect** – Treat everyone with consideration & respect, both internally & externally

**Diversity** – Welcome & value all backgrounds, and practice inclusion at all levels

**Sustainability** – Maintain strong processes that are beneficial to people, good for the environment, make economic sense and that balance risk



**Strategic Imperatives:**



**ORGANIZATIONAL PERFORMANCE IMPROVEMENT**

Our Key Performance Measures, or those that are most important to our success, are:

**Audit Findings** – Audits are performed regularly by internal and external groups in order to identify areas for improvement.

**Customer/Employee Satisfaction and Retention** – Routinely measuring customer and employee satisfaction and retention enables Budget and Finance to measure employee engagement and identify opportunities for improvement.

**Financial Performance versus Budget** – Financial performance is tracked regularly and is quantified in financial reports which present the University's financial performance and viability.

**Revenue Enhancement/Cost Savings** – Ongoing identification of business opportunities result in new and/or enhanced revenue streams or cost savings on behalf of the University.

**Continuous Process Improvement** – Improvement efforts of the core processes and technology enable the Office to gain efficiencies and advance Budget and Finance's contribution to customer success.

**OFFICE OF BUDGET AND FINANCE DEPARTMENTS**
**VICE PRESIDENT FOR BUDGET & FINANCE**

PRIMARY SERVICES	Strategic Planning, Operational Oversight, Management
REPORTS TO	President's Office
STAFFING	4
ANNUAL OPERATING BUDGET	\$1,334,807
LOCATION	AD 2.408

**ACCOUNTING & FINANCIAL REPORTING**

PRIMARY SERVICES	Spreadsheet Journals, IDT Journals, Month-End Close, Endowment Distributions, Accounts Receivable, Billing, Service Center Rate Studies, Plant Accounting, Financial Information, Data Integrity & Availability, Business Intelligence Resources, Accounting & Reporting Assistance
REPORTS TO	Associate Vice President and Controller
STAFFING	17
ANNUAL OPERATING BUDGET	\$1,220,076
LOCATION	SP2 12.502

**BUDGET & RESOURCE PLANNING**

PRIMARY SERVICES	Budget Journals and Transfers, Position Review Request (PRR), ePAR, Budget Inquiries, Fund Balance Inquiries, Reallocations, Budget Planning Module, Budget Process
REPORTS TO	Vice President for Budget & Finance
STAFFING	6
ANNUAL OPERATING BUDGET	\$756,781
LOCATION	SP2 12.502

**CONTRACTING & ADMINISTRATIVE SERVICES**

PRIMARY SERVICES	Contract Review, Creation, Negotiation, Routing for Execution, Monitoring & Archiving, Historically Underutilized Business (HUB), askYODA Maintenance, Greenphire/ClinCard Program, Strategic Plan Administration
REPORTS TO	Vice President for Budget & Finance
STAFFING	3
ANNUAL OPERATING BUDGET	\$310,620
LOCATION	SP2 12.502

**FINANCE MANAGEMENT SERVICES**

PRIMARY SERVICES	Business Process Analysis, Financial and Tax Compliance, Systems Administration, Treasury Management
REPORTS TO	Associate Vice President and Controller
STAFFING	17
ANNUAL OPERATING BUDGET	\$1,558,931
LOCATION	SP2 12.502

<b>CENTRAL BUSINESS OFFICE</b>	
PRIMARY SERVICES	Central Business Office, Centralized Faculty Start-Up, Training
REPORTS TO	Vice President for Budget & Finance
STAFFING	5
ANNUAL OPERATING BUDGET	Included in Office of VP for Budget & Finance Budget
LOCATION	SP2 12.502

<b>INFORMATION SECURITY</b>	
PRIMARY SERVICES	Awareness Training, Risk Assessment, Policy Compliance, Vendor Management, Vulnerability Scanning, Incident Response, NetIDplus powered by Duo, CometSpace powered by Box.com, LastPass password vault, Website Maintenance
REPORTS TO	Vice President for Budget & Finance
STAFFING	12
ANNUAL OPERATING BUDGET	\$1,810,951
LOCATION	SP2 12.502

<b>PAYROLL &amp; DATA MANAGEMENT</b>	
PRIMARY SERVICES	Paycheck Processing, Direct Deposit, ePAR, Online Timesheets (T&L), W-4s, W-2s, Employee Biographical Information, Employment Data Paperwork, Faculty Salary Options, Student FICA
REPORTS TO	Associate Vice President and Controller
STAFFING	8
ANNUAL OPERATING BUDGET	\$606,021
LOCATION	SP2 12.502

<b>PROCUREMENT MANAGEMENT</b>	
PRIMARY SERVICES	Vendor Set-Up, Vendor Questions, Vendor Payment, Check Pickup, Business Expense Reimbursements, Encumbrance Issues, Employee Travel, One Card, eProcurement, Purchase Orders
REPORTS TO	Vice President for Budget & Finance
STAFFING	21
ANNUAL OPERATING BUDGET	\$1,360,354
LOCATION	SP2 12.502

<b>STUDENT FINANCIAL SERVICES (BURSAR)</b>	
PRIMARY SERVICES	Assessment & Collection of Tuition & Fees, Student Billing for Tuition & Fees, Meal Plans, Health Insurance, & Other Fees, Processing Student Payments & Refunds, Student Tax Compliance, Departmental Deposits, 1098-T
REPORTS TO	Associate Vice President and Controller
STAFFING	13
ANNUAL OPERATING BUDGET	\$1,084,100
LOCATION	SSB 2.300