

## OFFICE OF BUDGET AND FINANCE ORGANIZATIONAL PROFILE

### MAJOR SERVICE RESPONSIBILITIES

**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, as well as finding the best value in acquiring goods and services.

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

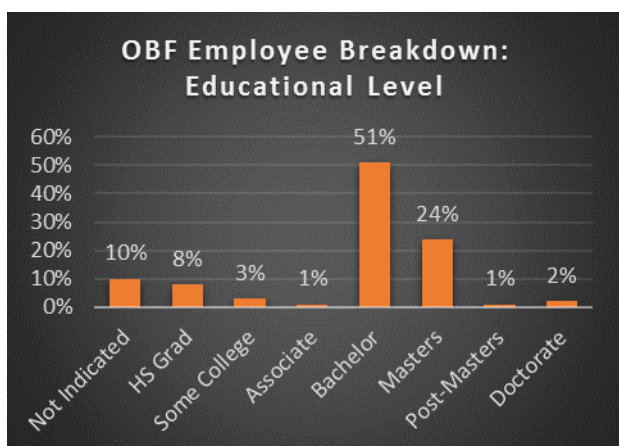
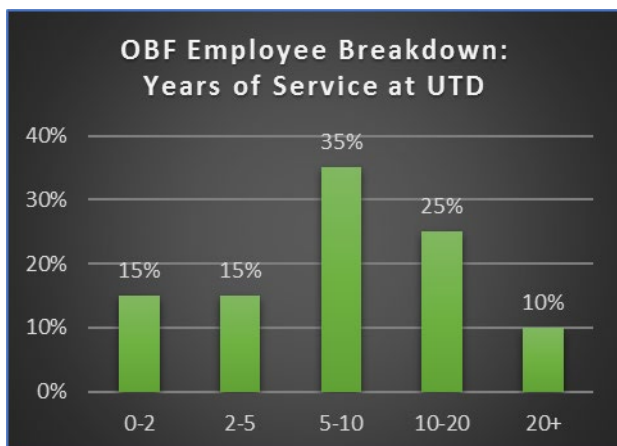
**Risk Assessment/Mitigation** – Includes development and delivery of internal controls, budget versus actual analysis, legislative analysis, and evaluation of potentially adverse financial scenarios.

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

**Billing and Collections** – Includes publishing tuition rates, advising on tuition plans and payment methods, and billing and processing tuition payments and refunds.

### EMPLOYEE PROFILE

The Office of Budget & Finance is made up of 102 budgeted positions, including vacancies. Due to the variety of functional units within the Division, we have 65 unique job titles. We pride ourselves on employee retention; 70% of our employees have more than 5 years of service with UT Dallas. The employee population is 70% female and 30% male. More than 75% of our employees have a Bachelor’s Degree or higher. There are no organized bargaining units within Budget & Finance.



## ANNUAL OPERATING BUDGET (Based on FY 2019 Allocations)

Budget Item	Amount	Percentage
Salaries and Wages	\$7,353,835	87%
Maintenance and Operations	\$1,077,758	13%
<b>Total</b>	<b>\$ 8,431,593</b>	<b>100%</b>

### Regulatory Environment

State and federal statutes, regulations, and mandates significantly impact operations. The Office of Budget and Finance must comply with the requirements of numerous regulatory agencies, including the Texas Higher Education Coordinating Board, Legislative Budget Board, Texas Education Agency, Texas Comptroller of Public Accounts, Internal Revenue Service, Social Security Administration, and U.S. Department of Labor, as well as specific laws such as the Family Educational Rights and Privacy Act, and the 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, Vice President & Chief of Staff, Provost, Vice Presidents, and the UT System Board of Regents)

– The Office of Budget and Finance provides financial and operational information for decision-making, budgeting, filing, 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 within the Office of Budget and Finance.

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

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

**External Customers** – The Office of 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.

**Vendor Community** – Procurement Management interfaces with thousands of vendors worldwide to procure the goods and services needed by the University.

## OUR MISSION AND CORE VALUES

### Mission:

We deliver customer-focused financial and operational solutions in an innovative, engaging culture.

### Core Values:

Excellence begins with our Employees. Our commitment to their **Well-being, Empowerment, Accountability, Development** and **Recognition** ensures continual adherence to our Shared 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, & for 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

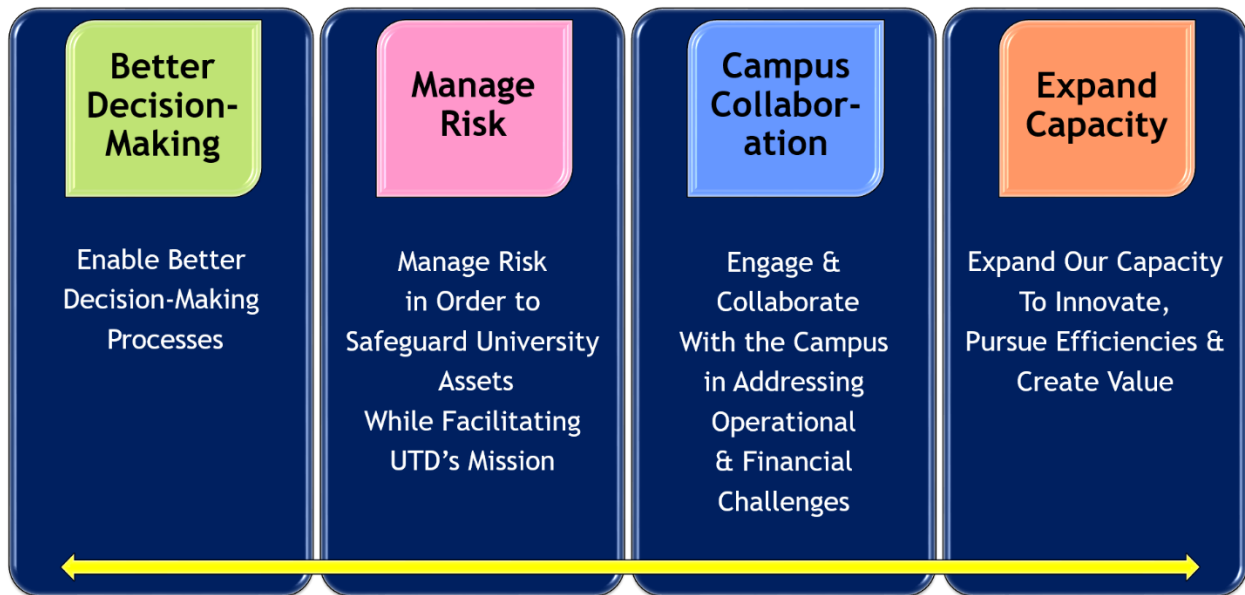
**Empathy & Respect** – Treat everyone with consideration & respect, both internally & externally

**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:

**Customer/Employee Satisfaction and Retention** – Routinely measuring customer and employee satisfaction and retention enables the Office of 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 the Office of Budget and Finance's contribution to customer success.

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

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

<b>Primary Services</b>	Strategic Planning, Operational Oversight, Management
<b>Reports to</b>	President's Office
<b>Staffing</b>	3
<b>Annual Operating Budget</b>	\$1,038,166
<b>Location</b>	AD 2.408

**ACCOUNTING & FINANCIAL REPORTING**

<b>Primary Services</b>	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
<b>Reports to</b>	Assistant Vice President for Accounting and Financial Reporting
<b>Staffing</b>	18
<b>Annual Operating Budget</b>	\$1,290,989
<b>Location</b>	SP2 12.502

**BUDGET & FINANCIAL PLANNING**

<b>Primary Services</b>	Budget Journals and Transfers, Position Review Request (PRR), ePAR, Budget Inquiries, Fund Balance Inquiries, Reallocations, Budget Planning Module, Budget Process
<b>Reports to</b>	Assistant Vice President & Chief Budget Officer
<b>Staffing</b>	6
<b>Annual Operating Budget</b>	\$682,029
<b>Location</b>	SP2 12.502

**BURSAR OFFICE**

<b>Primary Services</b>	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
<b>Reports to</b>	Assistant Vice President & Chief Budget Officer
<b>Staffing</b>	13
<b>Annual Operating Budget</b>	\$1,152,351
<b>Location</b>	SSB 2.300

**CENTRAL BUSINESS OFFICE**

<b>Primary Services</b>	Central Business Services, Centralized Faculty Start-Up, Training
<b>Reports to</b>	Assistant Vice President & Chief Budget Officer
<b>Staffing</b>	6
<b>Annual Operating Budget</b>	\$344,386
<b>Location</b>	SP2 12.502

<b>CONTRACT ADMINISTRATION</b>	
<b>Primary Services</b>	Contract Review & Creation, Negotiation of Terms & Conditions, Routing for Execution, Monitoring & Archiving, Historically Underutilized Business (HUB), askYODA Maintenance, Greenphire/ClinCard Program
<b>Reports to</b>	Assistant Vice President
<b>Staffing</b>	4
<b>Annual Operating Budget</b>	\$332,842
<b>Location</b>	SP2 12.502

<b>FINANCIAL MANAGEMENT SERVICES</b>	
<b>Primary Services</b>	Business Process Analysis, Financial and Tax Compliance, Systems Administration, Treasury Management, Vendor Setup
<b>Reports to</b>	Assistant Vice President for Operations
<b>Staffing</b>	20
<b>Annual Operating Budget</b>	\$1,559,455
<b>Location</b>	SP2 12.502

<b>PAYROLL &amp; DATA MANAGEMENT</b>	
<b>Primary Services</b>	Paycheck Processing, Direct Deposit, ePAR, Online Timesheets (T&L), W-4s, W-2s, Employee Biographical Information, Employment Data Paperwork, Faculty Salary Options, Student FICA
<b>Reports to</b>	Assistant Vice President for Accounting and Financial Reporting
<b>Staffing</b>	9
<b>Annual Operating Budget</b>	\$621,021
<b>Location</b>	SP2 12.502

<b>PROCUREMENT MANAGEMENT</b>	
<b>Primary Services</b>	<p><b>Payment Services:</b> Vendor Payments, Vendor Questions, Business Expense Reimbursements, Employee Travel, One Card</p> <p><b>Purchasing:</b> Vendor Questions, eProcurement, Purchase Orders, Encumbrance Issues, Purchase Negotiations, Purchase Contracts, Request for Solicitation (RFP), Exclusive Acquisition Justification (EAJ), Change Orders</p>
<b>Reports to</b>	Assistant Vice President for Operations
<b>Staffing</b>	23
<b>Annual Operating Budget</b>	\$1,410,354
<b>Location</b>	SP2 12.502