# 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; Environment, Health and Safety; 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), and Tax Compliance.

**GOALS/ANTICIPATED PROGRAM ACTIVITIES:**

In FY 2012, we are placing emphasis on the following priorities:

* Implement direct deposit of student employees’ net pay through Higher One;
* Evaluate Study Abroad financial management and billing procedures to enhance efficiency, internal controls and accountability;
* Implement new procurement contract, expand card usage to maximize rebate and reduce overall processing costs of purchases and payments;
* Work with Enrollment Management to evaluate strategies to improve student retention without creating significant financial risk;
* Hire a Wellness Manager and develop a plan for an expanded Wellness Program with increased campus participation;
* Implement employment/applicant tracking system;
* Create a web presence to provide easy access to key financial information about WKU;
* Update web sites based on the new Content Management System (CMS) format;
* Review all policies and revise as necessary for relevance, compliance and effectiveness and transition to new web site for policies;
* Develop and implement a safety incentive program within the Department of Facilities Management;
* Implement university-wide Automatic External Defibrillator (AED) Program;
* Implement patient portal in WKU Health Services for secure communication between patients and WKUHS;
* 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:**

**2010-11 Revised Budget 2011-12 Proposed Budget**

**Pos. Unrestricted Budget Pos. Unrestricted Budget**

Educational and General

Personnel/Fringe Benefits 98.8 6,251,788 100.7 6,723,865

Operating Expenses 1,254,663 1,198,931

Capital Outlay 102,047 67,317

 Total Expenditures 7,608,498 7,990,113