

8/4/97

Contact: Mike Suida

UCF ADMINISTRATIVE UNIT PERFORMANCE REPORT

Division: Administration & Finance

Unit: Budget Office *

FY: 1996-97

Unit Mission	Performance Indicators	Performance Measurements	Measurement Results	Results Utilization
<p>The mission of the Budget Office is to support the efforts of the division and the university at large by providing the services and information necessary to develop, implement, and monitor plans for budgeted resources. Budgeted resources include salaried positions, salary rates, cash, and space.</p>	<p>1. E&G Budget Transfer Processing—The Budget Office is responsible for moving budget from one account/category to another on the university's computer-based accounting system. The process has both manual and on-line/batch components. The goal is to have 95% of all transfers received by 1:00PM accurately posted for the next day's business.</p>	<p>1a. Progress toward this goal is measured by checking that each transfer was successfully posted on the next day's file. The success or failure of each transaction is recorded on the "transfer log" and compiled on a weekly basis.</p> <p>1b. Progress toward this goal is also measured by checking that each transfer was accurately posted on the next day's file.</p>	<p>1a. Measurements were taken for 18 two-week periods. 100% of transfers received by 1 PM were processed to the next day's business.</p> <p>1b. 17 of the 18 periods had an accuracy rate of 95% or greater.</p>	<p>1a. Target met. No action required, but will continue to monitor.</p> <p>1b. Target met. No action required, but will continue to monitor.</p>
<p>2. E&G Position, rate and man-year control—Maintain the E&G position, rate and man-year control system to insure that salaried employee obligations are within appropriated limits.</p>	<p>2a. Effectiveness is measured (on a bi-weekly basis during the Academic Year) by compiling the number of cost centers that cannot be balanced to allocated resources (for Fiscal Year 1996-97).</p>	<p>Of the 16 two-week periods measured within the academic year, there were 5 consecutive periods devoted to implementing various pay increases. The usual situation is 2 increase periods. The 11 remaining periods were properly balanced.</p>	<p>2a. Target met. No action required. Will continue to monitor during 1997-98.</p>	
<p>3. E&G Salary Projections—Accurate projections of year end salary expenditures will be provided to each administrative unit biweekly. These projections are used to insure that managers maintain sufficient budget to pay employees through the end of the fiscal year.</p>	<p>3a. To measure the reliability of these projections, we compiled the projected expenditures on a bi-weekly basis and compared the actual end of year expenditures (for Fiscal Year 1996-97).</p>	<p>Will not be able to test projections until the 7/4/97 paycheck is received and booked into the accounting system.</p>	<p>3a. Target not met. Waiting for end of year budget data.</p>	

* Final data due by 9/11/97