



Texas Southern University
Assessment Plan 2010-2013

Administrative Unit

Finance: Budget

Introduction

Texas Southern University's Mission

Texas Southern University is a comprehensive metropolitan university. Building on its legacy as a historically black institution, the university provides academic and research programs that address critical urban issues and prepare an ethnically diverse student population to become a force for positive change in a global society.

In order to achieve this mission, Texas Southern University provides:

- quality instruction in a culture of innovative teaching and learning
- basic and applied research and scholarship that is responsive to community issues
- opportunities for public service that benefit the community and the world.

Texas Southern University's Vision

Texas Southern University will become one of the nation's pre-eminent comprehensive metropolitan universities. We will be recognized by the excellence of our programs, the quality of our instruction, our innovative research, and our desire to be a contributing partner to our community, state, nation, and world.

Accreditation Standards

Accreditation by Southern Association of Colleges and Schools Commission on Colleges (SACS) Commission on Colleges signifies that the institution: (1) has a mission appropriate to higher education, (2) has resources, programs, and services sufficient to accomplish and sustain that mission, and (3) maintains clearly specified educational objectives that are consistent with its mission and appropriate to the degrees it offers, and that indicate whether it is successful in achieving its stated objectives.

Source: The Principles of Accreditation: Foundations for Quality Enhancement, 5th edition

Goal 1 Assessment Plan 2010-11 to 2012-13

1 Goal Description

Goal 1:

To improve the budget development processes for maximum efficiency and effectiveness.

2 SLO Student Learning Outcomes/Objectives

1.1: Timely completion of the Legislative Appropriation Request.

1.2: We will distribute the correct LAR requested schedules and the related instructions to responsible units on a timely basis.

1.3: Timely completion of the university's annual operating budget

1.4: Produce a balance budget

3 Metric

Metric 1.1

LAR submission due date.

Metric 1.2

LAR preparation timeline

Metric 1.3

Budget development timeline

Metric 1.4

Sources of funds equals uses of funds

4 Target 2010-11

Target 1.1

LAR prepared on a biennium basis. Not due until FY 2011-12

Target 1.2

LAR prepared on a biennium basis. Not due until FY 2011-12

Target 1.3

University's budget will be completed two weeks prior to the board meeting held to adopt the budget

Target 1.4

The budget will be balanced: Sources of funds and uses of funds will be equal

5 Findings 2010-11

Findings 1.1

LAR prepared on a biennium basis. Not due until FY 2011-12

Findings 1.2

LAR prepared on a biennium basis. Not due until FY 2011-12

Findings 1.3

Board approved budget on August 20, 2010. Budget was completed August 6, 2010 for BOARD review.

Findings 1.4

Sources of Funds=

\$250.1

Uses of Funds= \$250.1

6 Action Plan 2010-11

Action Plan 1.1

2010-2011

LAR prepared on a biennium basis. Not due until FY 2011-12

Action Plan 1.2

2010-2011

LAR prepared on a biennium basis. Not due until FY 2011-12

Action Plan 1.3

2010-2011

We will continue to distribute budget schedule, instructions, guidelines, and materials to facilitate the budget development process

Action plan 1.4

2010-2011

We will continue to ensure that the budget is balanced.

7 Target 2011-12

Target 1.1

LAR will be submitted by the prescribed due date

Target 1.2

100% of correct LAR schedules distributed in time for responsible units to respond in advance of the LAR submission deadline

Target 1.3

University's budget will be completed two weeks prior to the board meeting held to adopt the budget

Target 1.4

The budget will be balanced: Sources of funds and uses of funds will be equal

8 Findings 2011-12

Findings 1.1

Pending release of LAR instructions

Findings 1.2

Pending release of LAR instructions

Findings 1.3

Board approved budget on August 19, 2011. Budget was completed August 4, 2011 for BOARD review.

Findings 1.4

Sources of Funds=

\$252.2

Uses of Funds= \$252.2

9 Action Plan 2011-12

Action Plan 1.1

2011-2012

Pending release of LAR instructions

Action plan 1.2

2011-2012

Communicate LAR instructions and send LAR schedules and assignments to responsible

Action Plan 1.3

2011-2012

We will continue to distribute budget schedule, instructions, guidelines, and materials to facilitate the budget development process

Action Plan 1.4

2011-2012

We will continue to ensure that the budget is balanced.

10 Target 2012-13

Target 1.1

LAR prepared on a biennium basis. Not due until FY 2014-15

Target 1.2

LAR prepared on a biennium basis. Not due until FY 2014-15

Target 1.3

University's budget will be completed two weeks prior to the board meeting held to adopt the budget

Target 1.4

The budget will be balanced: Sources of funds and uses of funds will be equal

11 Findings 2012-13

Findings 1.1

LAR prepared on a biennium basis. Not due until FY 2014-15

Findings 1.2

LAR prepared on a biennium basis. Not due until FY 2014-15

Findings 1.3

In Progress (Waiting for board approval as of June 17, 2013)

Findings 1.4

In Progress (Waiting for board approval as of June 17, 2013)

12 Action Plan 2012-13

Action Plan 1.1

Pending release of LAR instructions

Action plan 1.2

Communicate LAR instructions and send LAR schedules and assignments to responsible

Action Plan 1.3

We will continue to distribute budget schedule, instructions, guidelines, and materials to facilitate the budget development process

Action Plan 1.4

We will continue to ensure that the budget is balanced.

13 Additional Reference Documents

R1.1

LBB instructions and due dates

R1.2

LAR schedules and assignments memo

R1.3

Budget schedule, instructions, and materials

R1.4

Final adopted budget

Source and Use of funds- Annual Operating Budget

Goal 2 Assessment Plan 2010-11 to 2012-13

1 Goal Description

Goal 2:

To improve the budget monitoring and reporting process.

2 SLO Student Learning Outcomes/Objectives

2.1: All budgetary transactions are in compliance with State and University policy.

2.2: Conduct workshops to ensure that budget units have sufficient knowledge of the budget process.

2.3: We will reconcile operating budget transactions of a periodic basis to correct out-of-balance conditions

2.4: Provide sufficient detail of resource allocations to ensure that budget reporting and presentation is transparent and informative

3 Metric

Metric 2.1

Number of transactions out of compliance

Metric 2.2

Number of budget workshops provided to budget units

Metric 2.3

Frequency of budget reconciliations

Metric 2.4

Detailed resource allocations to programs and areas

4 Target 2010-11

Target 2.1

Zero number of non-compliance report from State/Univ.

Target 2.2

No workshops sessions held

Target 2.3

Perform 2 budget reconciliations

Target 2.4

Allocate and report university operating budget at the organization level

5 Findings 2010-11

Findings 2.1

Zero non-compliance transactions reported from the state or university

Findings 2.2

Workshops to begin during FY
2011-12

Findings 2.3

Performed a budget reconciliation in November 2010 and July 2011

Findings 2.4

FY2011 operating budget shows detailed Sources and Uses of funds with comparative budgets from prior year by area, school, college and administrative units.

6 Action Plan 2010-11

Action Plan 1.1

We will continue to ensure that transactions are in compliance with State & University standards.

Action Plan 1.2

2010-11

Reinstate budget training workshop calendar postcard

Action Plan 1.3

2010-11

Perform budget reconciliation in November 2011 in advance of the budget development process. Perform a budget reconciliation quarterly thereafter

Action Plan 1.4

2010-2011

We will continue to ensure that the budget is allocated at the organization level to promote transparency

7 Target 2011-12

Target 2.1

Zero number of non-compliance report from State/Univ.

Target 2.2

Conduct at least 4 workshops per year for budget units as needed

Target 2.3

Perform at least one budget reconciliation per quarter

Target 2.4

Allocate and report university operating budget at the organization level

8 Findings 2011-12

Findings 2.1

Zero non-compliance transactions reported from the state or university

Findings 2.2

Workshops to begin during FY 2014.

Findings 2.3

Performed budget reconciliations monthly.

Findings 2.4

FY2012 operating budget shows detailed Sources and Uses of funds with comparative budgets from prior year by area, school, college and administrative units.

9 Action Plan 2011-12

Action Plan 2.1

We will continue to ensure that transactions are in compliance with State & University standards.

Action Plan 2.2

2011-12

Conduct workshops in November 2011 January 2012 during the budget development process

Action Plan 2.3

Continue performing budget reconciliation quarterly to monitor status.

Action Plan 2.4

2011-2012

We will continue to ensure that the budget is allocated at the organization level to promote transparency

10 Target 2012-13

Target 2.1

Zero number of non-compliance report from State/Univ.

Target 2.2

Conduct at least 4 workshops per year for budget units needed

Target 2.3

Perform monthly budget reconciliations

Target 2.4

Allocate and report university operating budget at the organization level

11 Findings 2012-13

Findings 2.1

Zero non-compliance transactions reported from the state or university

Findings 2.2

Workshops to begin during FY 2014.

Findings 2.3

Performed budget reconciliations monthly.

Findings 2.4

FY2012 operating budget shows detailed Sources and Uses of funds with comparative budgets from prior year by area, school, college and administrative units.

12 Action Plan 2012-13

Action Plan 2.1

We will continue to ensure that transactions are in compliance with State & University standards.

Action Plan 2.2

2011-12

Conduct workshops in November 2011 January 2012 during the budget development process

Action Plan 2.3

Continue performing budget reconciliation quarterly to monitor status.

Action Plan 2.4

2011-2012

We will continue to ensure that the budget is allocated at the organization level to promote transparency

13 Additional Reference Documents

R2.1

Non-compliance advises from the state or university departments

R2.2

Workshop schedule and sign-in sheets

R2.3

Budget Status Report (shows budget by fund-used to identify out-of-balance conditions)

R2.4

Annual Operating Budget