

**Institute Budget Planning and Administration (IBPA)
Mission Statement, Goals, and Objectives – 2018-19**

IBPA (“Budget Office”) Mission Statement

- Prepare, maintain, monitor, and provide reports on all Georgia Tech institutional budgets consistent with established Institute and University System of Georgia policies and procedures.
- Assist colleges, schools, and other Institute units in budget preparation and execution.
- Provide timely and accurate submissions to the University System of Georgia for both recurring requirements and ad hoc requests for information.
- Provide financial decision support to executive staff in support of the Institute’s strategic plan.

Primary Goals for 2018-19

- Utilize campus systems to facilitate timely and accurate budgeting and to provide consistent, exceptional customer service and response.
- Provide access to financial and budget data in support of budget development and analysis work of campus financial/budget personnel and of IBPA staff.

Primary Objectives for 2018-19

Staffing and Office Management:

1. Complete work on policies and procedures, as outlined in the detailed work plan. This includes both GT and Budget Office policies and procedures, including documentation of all job assignments.
2. Budget Development Team staffing:
 - Complete cross training and job documentation for all Budget Development Team staff;
 - Reevaluate and adjust assignments for the Budget Development Team, and fill the budget analyst vacancy;
 - For the capital budgeting function, expand the senior director’s delegation of duties, and strengthen the backup for the senior director in this area.
3. Technical Team staffing:
 - Determine what shifts in roles will be needed in relation to upcoming changes in how original and amended budgets are loaded and also what cross training will be required;
 - Proceed with backfilling the developer position to ensure continuity of service, as Workday implementation requires substantial effort from current staff;
 - Restructure the team’s organizational chart and job descriptions to reflect actual duties.
4. Complete the development and implementation of the office’s revised website, with the enhanced functionality, navigation, and user friendliness.
5. Expand internal and external professional development opportunities as follows:
 - Continue to expand training and other professional development offerings for both new and experienced campus users through face-to-face, online, technical assistance, and webinar sessions, especially in budget preparation and management and in budget analysis and projections;
 - For Budget Office staff, continue professional development in financial data “mining” and analysis, advanced Excel techniques, and business writing skills;

- For Budget Office staff, encourage attendance at external conferences and training opportunities, within budget constraints.
6. Begin the process of digitizing all appropriate budget documents currently stored (and not previously digitized) on microfilm, microfiche, and paper media, with the aim of completion of the project by the end of the fiscal year.

Systems Support and Data Management:

7. Fully support Enterprise Resource Planning (ERP/Workday) implementation and Financial Data Management (FDM) development, to include the following:
- Identify current “pain points” that need to be addressed by Workday;
 - Assist in the design of the budget preparation application and the integration/transition from oneBudget to Workday modules.
8. Continue to expand the utilization of GT-TRACS to document all commitments for the Institute, to include academic units, Administration and Finance, and the president’s direct report units.
- Establish processes to ensure that ELT-approved commitments that are recorded in GT-TRACS are consistent with allocations in the current GT budget.
9. oneBudget utilization and budget management:
- Via oneBudget automate the “Form 1’s,” which establish unit base budget amounts;
 - Increase the efficiency of creating budget amendments for implementation on a selective or comprehensive basis.
10. Complete technical, behind-the-scenes budget database improvements:
- Optimize the budget databases;
 - Migrate budget processing from GTB to local;
 - Prepare for moving servers onto OIT controlled servers; and
 - Prepare for the transition to Workday financials.

Financial Projections:

11. Integrate the multi-year financial projections into the annual budget process from initial revenue projections through the final ELT and BOR approvals.
12. Continue enhancements to the financial projection model(s) to improve accuracy and timeliness.
- For the tuition projection model:
 - Test past performance of the tuition model to determine where projections have been successful and where there have been weaknesses;
 - Update the model to incorporate new programs and billing methods;
 - Integrate the tuition projection model into the overall revenue projection modeling.
 - Prepare for transition of the financial modeling to the Workday Planning application.
13. Restructure and improve the budget overview materials published on the office website, to include appropriate graphics.
14. Prepare and set up for annual updates GT budget trend reports to include revenue and expenditures.
- Prepare various versions of reports, depending on audiences.
 - Publish appropriate reports on the newly designed office website.
15. Conduct a comprehensive review of all GT elective and mandatory fees, with the aims of determining compliance with BOR policies and whether any fees need to be modified or eliminated.
16. Complete all ad hoc data requests from executive staff, the Board of Regents, and campus units in an accurate and timely manner.