

## Office of Budget and Finance Organizational Profile

### Major Service Responsibilities

**Financial 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.

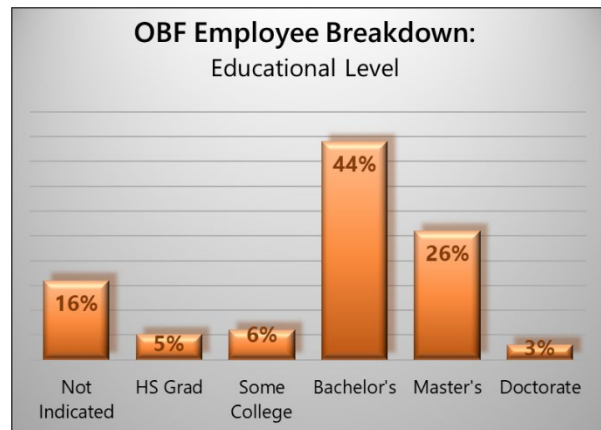
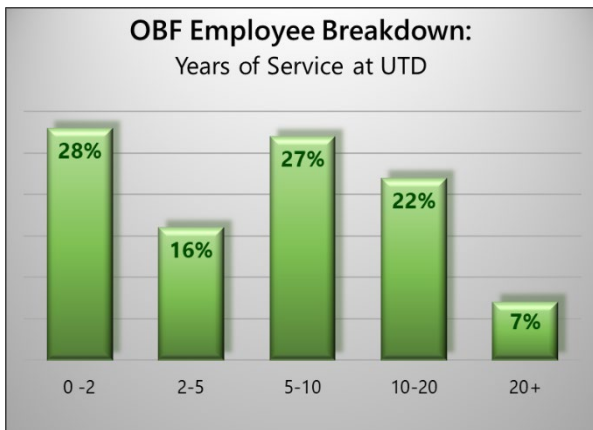
**Risk Assessment/Mitigation** – Includes development and delivery of internal controls, budget versus actual analysis, legislative analysis, and evaluation of potentially adverse financial scenarios.

**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 105 budgeted positions, including vacancies. Due to the variety of functional units within the Division, we have 61 unique job titles. We pride ourselves on employee retention, as 56% of our employees have more than 5 years of service with UT Dallas. The employee population is 78% female and 22% male. More than 73% 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 2022 Allocations)

Budget Item	Amount	Percentage
<b>Salaries and Wages</b>	<b>\$12,741,987</b>	<b>96%</b>
<b>Maintenance and Operations</b>	<b>\$586,091*</b>	<b>4%</b>
<b>Total</b>	<b>\$13,328,078</b>	<b>100%</b>

*\*Beginning FY23, the majority of Maintenance & Operations are funded by non-recurring funds*

### 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:

**Employee-Centricity** – Continually focus on what’s best for our employees

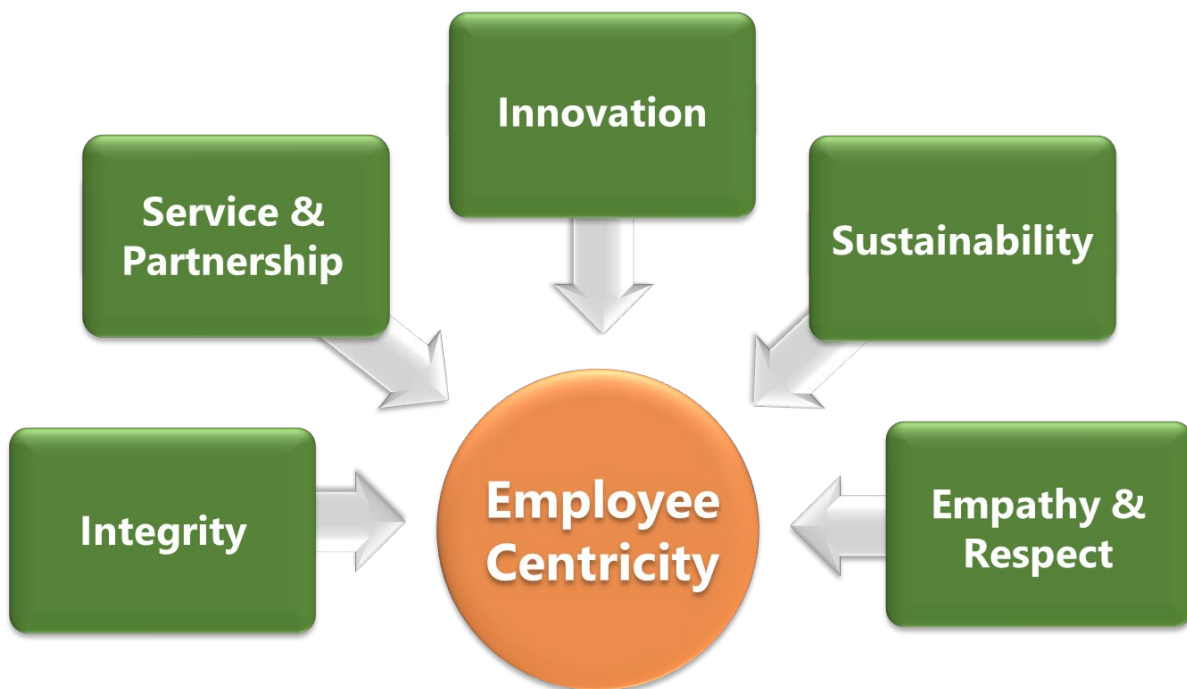
**Integrity** – Act ethically with the highest intent at every level

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

**Service & Partnership** – Continually strive to do what’s best for our customers, for UTD, & for our students as a whole

**Innovation** – Continually seek to improve, to be better, more efficient, & more effective

**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 assess 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 results 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 the Office of 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>	\$1,371,598
<b>Location</b>	AD 2.403

### Accounting & Financial Reporting (AFR)

<b>Primary Services</b>	Implement Accounting Standards, Financial Information, Data Integrity and Availability, Business Intelligence Resources, Monthly and Annual Reporting, Financial Forecasting, External Reporting, Campus Journals, Month-End Close, Endowment Accounting, Gift/Contribution Accounting, Valuation of Technology Stocks, Plant Accounting, Capital Assets and Lease Accounting, State Funds and USAS reimbursements, Chartfield Close-out, Audit Support
<b>Reports to</b>	Assistant Vice President for Accounting & Financial Reporting
<b>Staffing</b>	11
<b>Annual Operating Budget</b>	\$1,378,536
<b>Location</b>	SP2 12.502

### Budget & Financial Planning

<b>Primary Services</b>	Annual Budget Development, Legislative Appropriations Requests, Financial Planning and Pro Formas, Management Reporting, Budget Maintenance, Budget Journals and Transfers, Budget and Fund Balance Inquiries, Position Management, Reallocations, New Department Requests
<b>Reports to</b>	Assistant Vice President & Chief Budget Officer
<b>Staffing</b>	6
<b>Annual Operating Budget</b>	\$1,057,448
<b>Location</b>	SP2 12.502

### Bursar Office (Student Financial Services – SFS)

<b>Primary Services</b>	Assessment, Student Billing and Collections of Tuition and Fees, Meal Plans, Housing, Student Health Insurance and Other Fees, Processing Student Payments and Refunds, 1098-T
<b>Reports to</b>	Assistant Vice President & Chief Budget Officer
<b>Staffing</b>	19
<b>Annual Operating Budget</b>	\$2,056,571
<b>Location</b>	SP2 12.502

<b>Central Business Office (CBO)</b>	
<b>Primary Services</b>	Central Business Services, Centralized Faculty Funding, Central Revenue and Payments, Business Services Training, Professional Development Workshops, Employee Engagement, OBF Help Desk
<b>Reports to</b>	Assistant Vice President & Chief Budget Officer
<b>Staffing</b>	6
<b>Annual Operating Budget</b>	\$765,653
<b>Location</b>	SP2 12.502

<b>Contracts Administration (OCA)</b>	
<b>Primary Services</b>	Contract Review, Drafting, and Templates, Amendments, Modifications, and Extensions, Negotiation of Terms & Conditions, Routing for Approval and Execution, Performance Monitoring and Archiving
<b>Reports to</b>	Assistant Vice President for Operations
<b>Staffing</b>	5
<b>Annual Operating Budget</b>	\$536,977
<b>Location</b>	SP2 12.502

<b>Financial Management Services (FMS)</b>	
<b>Primary Services</b>	Financial and Tax Compliance, Systems Administration, Treasury Management, Vendor Setup
<b>Reports to</b>	Assistant Vice President for Operations
<b>Staffing</b>	16
<b>Annual Operating Budget</b>	\$1,099,676
<b>Location</b>	SP2 12.502

<b>OBF Integrated Technology Services (OBF-ITS)</b>	
<b>Primary Services</b>	Enterprise System Technical Support Services, including Production Issues, Upgrades & Enhancements, Reporting Console, PeopleSoft User Access, OBF Development Projects
<b>Reports to</b>	Assistant Vice President & Chief Budget Officer
<b>Staffing</b>	7
<b>Annual Operating Budget</b>	\$1,063,967
<b>Location</b>	SP2 12.502

<b>Payroll &amp; Tax Services</b>	
<b>Primary Services</b>	Payroll Processing, Direct Deposit, TRS and Comptroller Reporting, ePAR, Timesheets (T&L), Federal & State Tax Reporting, Nonresident Alien Tax Compliance & Reporting, W-4s, W-2s, 1042-S's, Employee Biographical Information, International Student, Vendor & Employee Onboarding, Faculty Salary Options
<b>Reports to</b>	Assistant Vice President for Accounting & Financial Reporting
<b>Staffing</b>	11
<b>Annual Operating Budget</b>	\$1,096,136
<b>Location</b>	SP2 12.502

<b>Payment Services</b>	
<b>Primary Services</b>	Vendor Payments, Vendor Questions, Business Expense Reimbursements, Employee Travel, OneCard, GalaxyPay Research Participant Debit Card Program Administration
<b>Reports to</b>	Assistant Vice President for Operations
<b>Staffing</b>	11
<b>Annual Operating Budget</b>	\$1,244,799
<b>Location</b>	SP2 12.502

<b>Purchasing</b>	
<b>Primary Services</b>	Requisitions, Purchase Orders, Vendor Questions, Encumbrance Issues, Purchase Negotiations, Request for Solicitation (RFP), Exclusive Acquisition Justification (EAJ), Change Orders
<b>Reports to</b>	Assistant Vice President for Operations
<b>Staffing</b>	6
<b>Annual Operating Budget</b>	\$678,299
<b>Location</b>	SP2 12.502

<b>Receivables &amp; Sponsored Accounting (RSA)</b>	
<b>Primary Services</b>	Sponsored Program Invoicing and Close-out, Accounts Receivable, Deposits, External Sales, Service Centers and Rate Studies, Indirect Cost Proposals and Federal Disclosure Statement, Non-Exchange and Sponsored Programs Financial Reporting and Audit Support
<b>Reports to</b>	Assistant Vice President for Accounting & Financial Reporting
<b>Staffing</b>	7
<b>Annual Operating Budget</b>	\$744,382
<b>Location</b>	SP2 12.502

<b>Supplier Diversity Programs (SDP)/HUB</b>	
<b>Primary Services</b>	Coordination of Historically Underutilized Business (HUB) program: Outreach to community organizations and suppliers, In-reach to campus stakeholders, Coordination with UT System and other entities, HUB reporting
<b>Reports to</b>	Assistant Vice President for Operations
<b>Staffing</b>	2
<b>Annual Operating Budget</b>	\$234,036
<b>Location</b>	SP2 12.502