Finance Service Center

GOAL 1: PROVIDE OUTSTANDING CUSTOMER SUPPORT AND SERVICE AND ACT AS A CREDIBLE SOURCE OF INFORMATION FOR FACULTY, STAFF, AND STUDENTS.

Objective 1.1: Manage all CL financial information, reporting, budget projections, budgeting, and financial transaction processing.

A. Provide cross training in finance center so that we can support the division equitably. Target date for completion: September 2017 and Ongoing.

Update, September, 2017:
1.1.1 No updates

Update, March 2018:
1.1 Due to department turnover, this initiative has been placed on hold.
GOAL 2: CREATE, UPDATE, AND IMPLEMENT FINANCIAL POLICIES AND PROCEDURES FOR THE DIVISION OF CAMPUS LIFE.

Objective 2.1: Educating the Division on University financial policies, procedures, and consistently monitor budgets with department leader.

A. Conduct at least 2 presentations/workshops for the division of CL regarding Emory University financial policies and procedures.
   Target date for completion: December 2017

Update, September, 2017:
2.1 Content getting created due to policy changes. Approval of new processes by ELT scheduled for October. Trainings to be scheduled in November and December

Update, March 2018:
2.1 Approval of new processes took place in November 2017. New content will be created during the summer with help from new staff in the Finance Center. Trainings to be scheduled in the June – August time period.
Objective 2.2: Create and develop budgets for individual departments.

A. The FC will develop budgets for OHP, CAPS, SIS, Finance Center, Communications and any other newly created or old departments who have operated without a budget.

   Target date for completion: November 2016 – Completed

Update, September, 2017:
2.2 No updates: Completed

Update, March, 2018:
2.2 Conducted additional budget review to properly allocate Auxiliary Funding to newly created departments to reflect their existing operating needs. Updated budgets will be reflected in FY2019.
Objective 2.3: Partner with the Business School and Emory Finance Network (EFN/FON) to create an externship/mentorship program in the FC for Emory University students.

A. The Finance Center Director will provide financial mentoring to Emory Business students.
   Target date for completion: April 2017 - Completed

Update, September, 2017:
   2.3 No updates: Completed

Update, March, 2018:
   2.3 No updates: Completed