

BUDGET ADMINISTRATION
+
FINANCIAL PLANNING & ANALYSIS
Team Introductions

COLLEGE OF ARTS & SCIENCES

Business Manager role

Budget Admin Team

- Manage all Fund Sources
- Provide financial support to department chairs
- Budget planning & forecasting
- Track department financial commitments
- Process Maymester and Summer Payrolls
- Prepare budget amendments
- Prepare adjusting journals & PPA
- Approve MSS & PantherMart budget transactions

Financial Planning & Analysis Team

- Financial reporting
- Expenditure review
- Journals management
- Prior period adjustments (PPA) management
- PPGRA payroll, budget and appointment report
- IDC/Residuals balance report
- Auditing
- Analyze key operating statistics
- Forecast future financial outcomes and trends
- Planning to ensure accurate, achievable budget
- Ensure integrity of financial data
- Financial data management

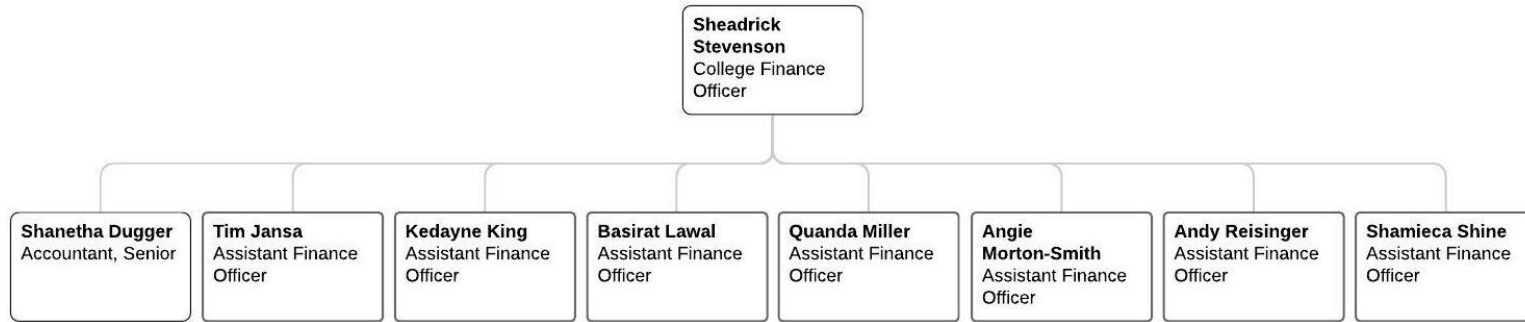
Business Services Team

- Purchasing
- Vendor invoice payments
- Reimbursements (Employee & Non-employee)
- Travel reimbursements
- Moving & relocation expenses
- Contract setup/routing
- Consultants, speakers, independent contractor agreements
- PO & voucher maintenance
- Foundation awards, scholarships, etc.

HR Team

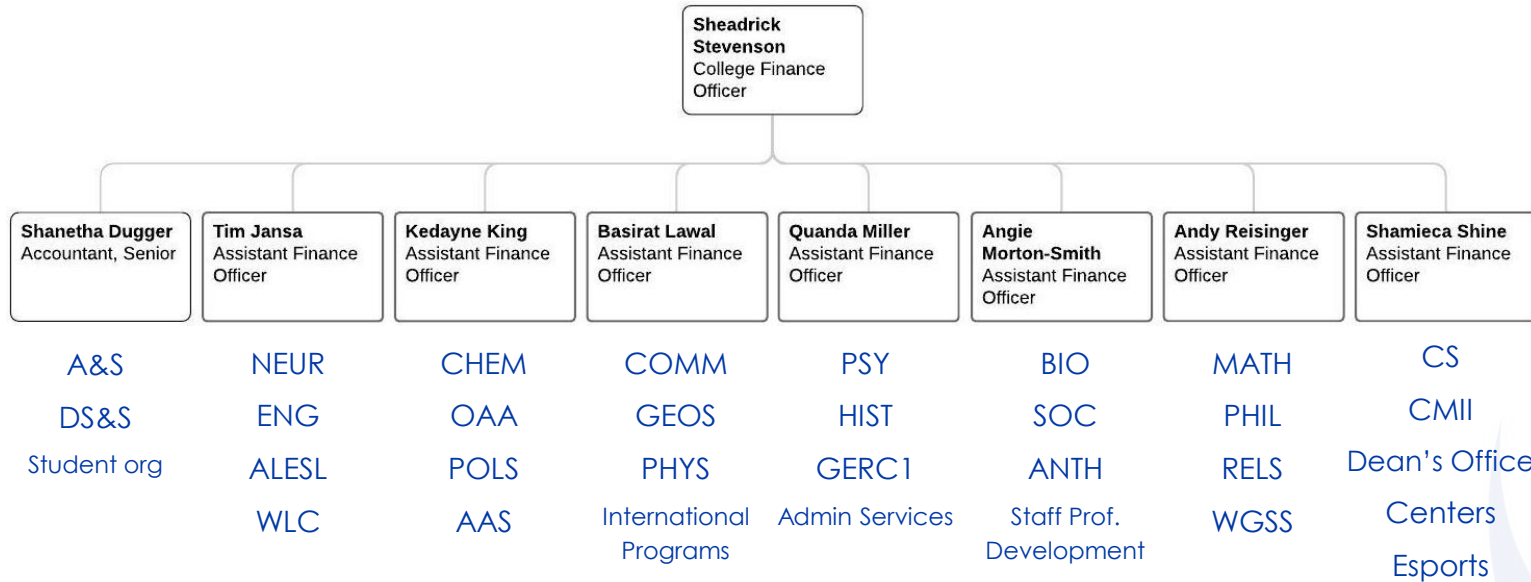
- Process faculty, staff, temp, student assistant, and grad assistant hires
- MSS transactions for pay and alternative pay
- Employee relations
- Training and development of staff
- Staff performance management
- Staff position review

MEET THE BUDGET ADMINISTRATION TEAM



eff. 07/01/2021

MEET THE BUDGET ADMINISTRATION TEAM



eff. 07/01/2021

HOW DOES THE **BUDGET ADMINISTRATION** TEAM SUPPORT YOUR DEPARTMENT?

Manage all budgets and
department commitments

Budget planning &
forecasting

Assist with budget build
reports

Maymester and Summer
payroll submission

Monitor all expenditures

Approve MSS /
PantherMart transactions



WHAT'S STAYING THE SAME?

- Manage department budgets
- Track department commitments
- Provide daily support to the chairs
- Assist in preparing for mid-year and budget build
- Process Maymester and Summer payroll
- Expenditure reviews
- Approve MSS and PantherMart transactions



WHAT'S NEW?

- Hiring/MSS transactions will be handled by our Human Resource Team
- All PantherMart orders, and expense reports processed by our Business Services team
- The Assistant Finance Officers will work with the teams and act as final approver for the budget



LOOKING AHEAD

- The Assistant Finance Officers will report back to the team leads addressing any areas of concern.
- We will continue to streamline our processes over the next 6 months.



WE'RE HERE TO SUPPORT YOU!

Sheadrick Stevenson, College Finance Officer: sstevenson@gsu.edu

Shanetha Dugger, Senior Accountant: sdugger3@gsu.edu

Angie Morton-Smith, Assistant Finance Officer: amortonsmith@gsu.edu

Andrew Reisinger, Assistant Finance Officer: areisinger1@gsu.edu

Basirat Lawal, Assistant Finance Officer: blawal1@gsu.edu

Kedayne King, Assistant Finance Officer: kking44@gsu.edu

Quanda Miller, Assistant Finance Officer: quanda@gsu.edu

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We're also available via Teams

FINANCIAL PLANNING & ANALYSIS

Team Introduction

COLLEGE OF ARTS & SCIENCES

HOW DOES **FP&A** SUPPORT YOUR DEPARTMENT?

Financial
Reporting

Accounting &
Auditing

Financial
Analysis

Financial
Forecasting

Financial
Planning

Financial Data
Management

Email us at: asfpa@gsu.edu

FP&A SPECIFIC TEAM FUNCTIONS

Financial Reports:

- Spend-down report
- Electronic budget
- PPGRA – payroll, budget and appointment report
- IDC/Residuals balance – report
- Ad hoc financial reports

Accounting & Auditing:

- Expenditure review
- Journals management
- Prior Period Adjustments (PPA) management
- Ensure the integrity of financial data
- Evaluate accounting and business processes
- Promote accountability and help prevent irregularity

Analysis, Forecasting & Planning:

- Analyze key operating statistics
- Monitor & investigate variances
- Interpret data & recommend course of actions
- Forecast future financial outcomes and trends
- Planning to insure accurate and achievable budget
- Advise on budget allocation
- Process improvement & implementation

Data Management:

- Make financial data easily accessible to all authorized users by storing on shared drives

MEET THE FINANCIAL PLANNING & ANALYSIS TEAM

Financial Planning &
Analysis Officer
Mamun Abdur-Rahman



Accountant III
Tamiko L. Brown



Accountant III
Robin Nguyen



Accountant II
Claire Kooy



Accountant II
Vroseline Kone



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Effective 07/01/2021

TAMIKO BROWN

ACCOUNTANT III

- Biology
- Sociology
- Anthropology
- Africana Studies
- Computer Science
- Creative Media Industries Institute
- Molecular Basis of Disease Program



ROBIN NGUYEN

ACCOUNTANT III

- Psychology
- History
- Gerontology
- Neuroscience Institute
- World Languages and Cultures
- Applied Linguistics & ESL
- Brains & Behavior Program



CLAIRE KOOY

ACCOUNTANT II

- Mathematics & Statistics
- Philosophy
- Religious Studies
- Women's, Gender & Sexuality Studies
- English
- Academic Assistance (OAA)
- Language Research Center



VROSELINE KONE

ACCOUNTANT II

- Chemistry
- Political Science
- Communication
- Geosciences
- Physics & Astronomy
- Graduate Services
- A&S STEM Initiative



MAMUN ABDUR-RAHMAN

FINANCIAL PLANNING & ANALYSIS OFFICER

- ROTC
- Dean's Office + College Service Units
- Most College Centers + Special Initiatives



LOOKING AHEAD

- Provide training on how to navigate departmental shared folders and reports.
- Provide guidelines on the support areas of the FP&A team and on the process of requesting ad hoc reports and services.



WE ARE HERE TO SUPPORT YOU!

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We are also available via Teams and Webex

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Email us at: asfpa@gsu.edu

QUESTIONS?

Please type questions into the chat

