ANNUAL ASSESSMENT REPORT
AND
STRATEGIC PLANNING UPDATE
Year: 2004

Area or Unit Name: ATHLETICS BUSINESS OFFICE
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Section 1. Goals and Accomplishments

Goal 1: Business and Accounting Services: Provide reliable and timely business services and information.
   • Continue to provide accurate and timely financial reports as requested.

Goal 2: Partnerships: Build strategic partnerships and relationships.
   • Continue to develop partnerships and build relationships with internal and external groups.

Goal 3: Technology: Maximize the use of technology in providing services and information.
   • Continue to monitor and upgrade software and hardware for Athletics Department.
Section 2. Universal Quantitative Data

There are no Universal Quantitative Data for this area/unit.
Section 3a. Quantitative Information

There is No Area Specific Data in Calendar Year Section.
There is No Area Specific Data in Fall Section.
There is No Area Specific Data in Fiscal Year Section.
Section 3b. Qualitative Information.

- Reports completed on time: Equity in Athletics Disclosure Act (EADA)
- Reports completed on time: NCAA Agreed Upon Procedures were completed timely.
- Reports completed on time: Budget Status Reports were provided bi-monthly to Department Heads and Head Coaches.
- Reports completed on time: Athletics Business related Policies were distributed to Athletics Staff.
- Reports completed on time: Accounting records were reconciled to the Texas Tech TechFim Accounting System.
- Partnerships: Close partnerships were continued with other Big 12 institutions in sharing financial data.
- Partnerships: Worked with Financial Aid/Scholarship Office to develop an online scholarship payment system.
- Technology: Paciolan software was enhanced with Ticket Marketplace/Access Management.
**Section 4. Strategic Planning Update.**

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**Commentary:**
The Athletics Business Office continues to adapt to changes in University Policies and Procedures. Examples include online scholarship system and use of Procurement cards. The Athletics Business Office continues to assist staff and departments in accomplishing their goals and initiatives.

**Implementation Plan:**
The Strategic Plan is being executed and implemented in a timely manner. Currently no additional staffing is planned.