**RHODES UNIVERISTY**

**BUDGET PROCESS SURVEY JUNE 2012**

The questions in this survey should be answered based on your experience of the 2011 budget process at Rhodes University. The results of the survey will assist us in identifying some improvement opportunities in the budget process. This survey does not represent a complete and comprehensive attempt to understand stakeholder needs, but provides some sense of the extent to which the budget process satisfies stakeholder needs.

**Please complete this section:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEMOGRAPHICS:** |  |  | **WHAT WAS YOUR ROLE?** | Yes/No |
| Department/Division |  | Completed budget templates |  |
| Academic/Support |  | Approved Budget |  |
|  |  |
| Title and Name (optional) |  |
| Position (optional) |  | Date |  |

Please enter an x in the appropriate box for each statement using the following scale:

1 – Absolutely Disagree/Dissatisfied

2 – Slightly Disagree/Dissatisfied

3 – Agree/Satisfied

4 – More than Agree/Satisfied

5 – Absolutely Agree/Satisfied

N/A – Not applicable

Feel free to add comments after each section to assist us further.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **A. Training and Preparation (rate the level of agreement)** | 1 | 2 | 3 | 4 | 5 | N/A |
| 1. I had the knowledge/skills/abilities I needed to prepare the budget
 |  |  |  |  |  |  |
| 1. The milestone delivery dates to develop the budget were clearly posted
 |  |  |  |  |  |  |
| 1. Instructions in the Budget Pack were clear
 |  |  |  |  |  |  |
| 1. Adequate budget preparation training was made available to me
 |  |  |  |  |  |  |
| *Comments:*  |
|  |
| **B. Technical Aspects of the Budget Process (rate the level of agreement)** | 1 | 2 | 3 | 4 | 5 | N/A |
| 1. I was satisfied with the level of information made available to develop the budget
 |  |  |  |  |  |  |
| 1. The templates provided by Finance to complete the budget were easy to use
 |  |  |  |  |  |  |
| 1. I used the internet to locate most budget related documents
 |  |  |  |  |  |  |
| 1. The milestone delivery dates to develop the budget were clear and achievable
 |  |  |  |  |  |  |
| *Comments:*  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **C. Communication and Support (rate the level of satisfaction)** | 1 | 2 | 3 | 4 | 5 | N/A |
| 1. The level of communication you received from the Finance Division
 |  |  |  |  |  |  |
| 1. The level of support you received from the Finance Division
 |  |  |  |  |  |  |
| 1. The level of support you extended to the Finance Division
 |  |  |  |  |  |  |
| 1. The quality and completeness of the documents you submitted to the Finance Division
 |  |  |  |  |  |  |
| *Comments:*  |
|  |
| **D. Stakeholder Involvement** | 1 | 2 | 3 | 4 | 5 | N/A |
| 1. Overall, the budget process was transparent
 |  |  |  |  |  |  |
| 1. Stakeholders were meaningfully involved in the development of the budget
 |  |  |  |  |  |  |
| 1. I had an opportunity to provide input during the development of the budget
 |  |  |  |  |  |  |
| 1. The budget process supports collaboration & shared decision-making
 |  |  |  |  |  |  |
| *Comments:*  |
|  |
| **E. Adopted Budget (rate level of agreement)** | 1 | 2 | 3 | 4 | 5 | N/A |
| 1. I am satisfied with the quality and detail of the adopted budget
 |  |  |  |  |  |  |
| 1. The adopted budget was communicated to me timeously
 |  |  |  |  |  |  |
| 1. The adopted budget information is easy to access and use
 |  |  |  |  |  |  |
| 1. I am satisfied with the budget process
 |  |  |  |  |  |  |
| Comments:  |

Please forward the completed survey **by 28 June 2012** to:

Geoff Erasmus (Management Accountant) at g.erasmus@ru.za

Tel: 046 603 7541

Thank you for your time and contribution.