



Office of Business Affairs

#9 Plan cycle - 9

Plan cycle 2023/2024

7/1/23 - 6/30/24

Introduction

The Office of Business Affairs exists to provide overall management and supervision of the business and financial matters of the University. The office consists of administrative units that provide operational support in fulfilling the University's goal of *Excellence with a Personal Touch*. The vice president for business affairs is responsible for the Budget Office, Administrative Accounting, Purchasing and Property Control, Human Resources and Student Employment, and the University Bookstore. These offices are dedicated to providing prompt and efficient service to all students and campus offices and to supporting the University's fiscal operations while remaining compliant with state and federal guidelines and regulations. Informing and advising the University's president regarding current and long-term goals, plans, and developments is also an integral part of this office's business and financial management so that the high standard of educational services McNeese provides can be maintained and advanced.

Performance Objective 1 Ensure timely preparation and completion of budgets and other financial reports.

1 Assessment and Benchmark

Benchmark: Successful completion and submission of the annual financial budget, signed by the president, within deadlines established by the University of Louisiana System and the Louisiana Board of Regents.

1.1 Data

2019-2020:

2020-2021:

2021-2022:

The annual fiscal budget was submitted within deadlines. The budget did not require significant amendment.

2022-2023:

The annual fiscal budget was submitted within deadlines. The budget did not require significant amendment.

2023-2024:

The annual fiscal budget was submitted within deadlines. The budget did not require significant amendment.

1.1.1 Analysis of Data and Plan for Continuous Improvement

2019-2020:

2020-2021:

2021-2022:

The Office of Business Affairs will continue to monitor the submission of fiscal reports to ensure all information is accurate and submitted in a timely manner. The fiscal budget for 2022 increased by 5.8% over the previous fiscal year.

2022-2023:

The Office of Business Affairs will continue to monitor the submission of fiscal reports to ensure all information is accurate and submitted in a timely manner. The fiscal budget for 2023 decreased by .66% over the previous fiscal year.

2023-2024: The Office of Business Affairs will continue to monitor the submission of fiscal reports to ensure all information is accurate and submitted in a timely manner. The fiscal budget for 2024 decreased by 3.72% over the previous fiscal year, as reported in the fiscal 2024 budget book.

With the introduction of a new administrative team in fiscal year 2025, McNeese is committed to aligning its assessment practices with the vision and strategic direction set by the new leadership. This may result in the discontinuation of the current assessment. Should this occur, we will promptly identify and implement new assessments that are congruent with administration's goals. Our focus remains on continuous improvement, and we will ensure that any changes in assessment practices will contribute to enhancing our unit's effectiveness and overall performance in supporting the University's mission.

2 Assessment and Benchmark

Benchmark: Timely preparation and submission of quarterly and annual financial reports, which are reviewed and signed by the president.

2.1 Data

2019-2020:

2020-2021:

2021-2022:

Deadlines for quarterly, semi-annual, and annual reports have been met and annual financial reports for the

year ended June 30, 2022, are on schedule.

2022-2023:

Deadlines for quarterly, semi-annual, and annual reports have been met and annual financial reports for the year ended June 30, 2023, are on schedule.

2023-2024:

Deadlines for quarterly, semi-annual, and annual reports have been met and annual financial reports for the year ended June 30, 2024, are on schedule.

2.1.1 Analysis of Data and Plan for Continuous Improvement

2019-2020:

2020-2021:

2021-2022:

Deadlines for quarterly, semi-annual, and annual reports have been met. For 2022-2023, the Office of Business Affairs will continue to monitor the submission of fiscal reports to ensure that the information is accurate and is submitted in a timely manner.

2022-2023:

Deadlines for quarterly, semi-annual, and annual reports have been met. For 2023-2024, the Office of Business Affairs will continue to monitor the submission of fiscal reports to ensure that the information is accurate and is submitted in a timely manner.

2023-2024:

Deadlines for quarterly, semi-annual, and annual reports have been met. For 2024-2025, the Office of Business Affairs will continue to monitor the submission of fiscal reports to ensure that the information is accurate and is submitted in a timely manner.

With the introduction of a new administrative team in fiscal year 2025, McNeese is committed to aligning its assessment practices with the vision and strategic direction set by the new leadership. This may result in the discontinuation of the current assessment. Should this occur, we will promptly identify and implement new assessments that are congruent with administration's goals. Our focus remains on continuous improvement, and we will ensure that any changes in assessment practices will contribute to enhancing our unit's effectiveness and overall performance in supporting the University's mission.

Performance Objective 2 Maintain an internal control system that provides consistent and accurate financial reporting, compliance with state and federal laws and regulations, and safeguarding of University assets and records.

1 Assessment and Benchmark

Benchmark: External audits of financial records (documented through audit reports issued by the Office of the Legislative Auditor) will result in zero audit findings.

1.1 Data

2019-2020:

2020-2021:

2021-2022:

Legislative Audit for the year ended June 30, 2022, is currently underway. The audit report will be issued by December 2022.

2022-2023:

Legislative Audit report for June 30, 2022, resulted in no reportable findings. No financial audit is scheduled for June 30, 2023.

2023-2024: Legislative Audit for the year ended June 30, 2024, is currently underway. The audit report will be issued by December 2024.

1.1.1 Analysis of Data and Plan for Continuous Improvement

2019-2020:

2020-2021:

2021-2022:

No financial audit was conducted for FYE 2021.

2022-2023:

No financial audit was conducted for FYE 2022. NCAA Audit for June 30, 2022, resulted in no reportable findings. NCAA Audit for June 30, 2023, will begin in October 2023.

2023-2024:

No financial audit was conducted for FYE 2023. NCAA Audit for June 30, 2023, resulted in no reportable findings. NCAA Audit for June 30, 2024, will begin in October 2024.

With the introduction of a new administrative team in fiscal year 2025, McNeese is committed to aligning its assessment practices with the vision and strategic direction set by the new leadership. This may result in the discontinuation of the current assessment. Should this occur, we will promptly identify and implement new assessments that are congruent with administration's goals. Our focus remains on continuous improvement, and we will ensure that any changes in assessment practices will contribute to enhancing our unit's effectiveness and overall performance in supporting the University's mission.

2 Assessment and Benchmark

Benchmark: Audits performed by the University's Office of Internal Audit will result in zero audit findings.

2.1 Data

2019-2020:

2020-2021:

2021-2022:

No internal audits related to Business Affairs were issued.

2022-2023:

No internal audits related to Business Affairs were issued.

2023-2024:

There were two internal audits conducted in the division of business affairs in fiscal year 2024. The first audit was an Inventory Audit. The second audit was the Review of Louisiana Revised Statute 42:31.

2.1.1 Analysis of Data and Plan for Continuous Improvement

2019-2020:

2020-2021:

2021-2022:

No internal audits related to Business Affairs were issued.

2022-2023:

No internal audits related to Business Affairs were issued.

2023-2024:

The internal auditor is still working on both reports from the audits conducted, but he indicated that there will be findings. Continuous improvement actions will be contingent on the contents of the report.

With the introduction of a new administrative team in fiscal year 2025, McNeese is committed to aligning its assessment practices with the vision and strategic direction set by the new leadership. This may result in the discontinuation of the current assessment. Should this occur, we will promptly identify and implement new assessments that are congruent with administration's goals. Our focus remains on continuous improvement, and we will ensure that any changes in assessment practices will contribute to enhancing our unit's effectiveness and overall performance in supporting the University's mission.