



Administrative Accounting

#3 Plan cycle - 3
Plan cycle 2020/2021
7/1/20 - 6/30/21

Introduction

The mission of the Office of Administrative Accounting is to provide quality financial services and information to assist the University in optimizing the use of its financial resources including the effective management of student financial records in a manner that best supports the student population. Additionally, this office endeavors to support administrators' decisions related to the business management of the University, enabling the University to pursue its broader mission. Personnel in this office also maintain compliance with NACUBO (National Association of College and University Business Officers) accounting standards and reporting requirements and accrediting agency requirements. The major areas of financial management include general operations, accounts payable, billing of all charges and receipting of all income, travel and auxiliary accounting, fixed-asset accounting, and payroll functions.

The Office of Institutional Research and Effectiveness is working with the Office of Administrative Accounting to revamp objectives and assessments.

Performance Objective 1 The Office of Administrative Accounting, through its processes and procedures, will obtain unmodified audit opinions from external auditors.

1 Assessment and Benchmark

Benchmark: To receive unqualified audit opinions from the Office of the Legislative Auditor through an external review of reports. This is achieved by reviewing records which document compliance with policies and procedures established by NACUBO (National Association of College and University Business Officers), the Division of Administration, the University of Louisiana System, and federal regulatory agencies. The Legislative Auditor conducts reviews of McNeese every other year.

1.1 Data

Audit Year	Results
2010	No matter required disclosure
2012	No matter required disclosure
2014	No matter required disclosure
2016	Failure to submit past-due student accounts receivable for collection
2018	Prior audit finding determined to be resolved and no other matter required disclosure
2019	No matter required disclosure
2020	Lack of Information Technology Policies and Procedures finding.
2021	

1.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

A management letter for the fiscal years ending June 2015 and June 2016 was issued in December of 2016. A corrective action plan was established to ensure compliance with the policy to submit past-due accounts to the Attorney General's office for collection.

2018-2019:

A management letter for the fiscal years ending June 2017 and June 2018 was issued in December of 2018. The corrective action plan from the prior audit was determined to be resolved.

2019-2020:

A management letter for the fiscal years ending June 2019 and June 2020 was issued in May 2021. A correction action plan was established to develop written policies and procedures relating to IT governance, data classification, identity and access management, change management, and network security.

2020-2021:

2 Assessment and Benchmark

Benchmark: Use agreed upon schedule of financial activities to complete external audits with an unmodified opinion (comprehensive annual financial report and single audit of federal programs) and publish NCAA agreed-upon procedures.

2.1 Data

Audit Year	Results
2018	No matter required disclosure

2019	No matter required disclosure
2020	No matter required disclosure
2021	

2.1.1 Analysis of Data and Plan for Continuous Improvement

2018-2019:

An Agreed-Upon Procedure Report was issued in February of 2019. No exceptions were found as a result of the procedures.

2019-2020:

An Agreed-upon Procedure Report was issued in January of 2020. No exceptions were found as a result of the procedures.

2020-2021:

An Agreed-upon Procedure Report was issued in January of 2021. No exceptions were found as a result of the procedures.

Performance Objective 2 The Office of Administrative Accounting will increase timeliness of semester payments made by students and parents.

1 Assessment and Benchmark

Benchmark: Implement Nelnet Enterprise Actively Manage Payment Plan (AMPP) for installment plan electronic processing and payments for students.

1.1 Data

2018-2019:

Preliminary conversations have taken place and implementation is in the planning process.

2019-2020:

Planning processes are continuing.

2020-2021:

Implementation and testing phases have begun and are scheduled for completion in November 2021 and go live for Spring 2022.

1.1.1 Analysis of Data and Plan for Continuous Improvement

2018-2019:

Target is to be fully implemented by Spring 2020.

2019-2020:

Initial target dates have been postponed.

2020-2021:

Implementation has been moved due to the recent disasters, however the new timeline has full implementation and go live scheduled by Spring 2022. We are currently on schedule.

2 Assessment and Benchmark

Benchmark: Reduce aged student account receivables by 2.5% each fiscal year.

2.1 Data

Fiscal Year	Ending balance of student AR	% change
2018	\$1,692,385	—

2019	\$1,593,506	5.8%
2020	\$642,466	59.68%
2021		

2.1.1 Analysis of Data and Plan for Continuous Improvement

2018-2019:

Target is to reduce aged student account receivables by 2.5% by fiscal year end 2020.

2019-2020:

Target of reducing aged student account receivables by 2.5% by fiscal year end 2020 was met.

2020-2021:

Student account receivables were drastically reduced due to the Federal CARES Act funding which was applied to student debt for balances remaining from Spring 2020 through Fall 2021.