



Business Affairs

#7 Plan cycle - 7
Plan cycle 2021/2022
7/1/21 - 6/30/22

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 & Property Control, Human Resources & 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

2017-2018:

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

2018-2019:

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

2019-2020:

2020-2021:

2021-2022:

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

2017-2018:

For 2018-2019, Business Affairs will continue to monitor the submission of fiscal reports to ensure that the information is accurate and submitted timely, and the fiscal year budget is expected to increase from the 2017-2018 fiscal year.

The University anticipates that it will increase fees in spring 2019 if approved by the Board of Supervisors, and salary increases are anticipated with these additional funds. The President will be apprised of developments so that appropriate adjustments may be made in a timely manner.

2018-2019:

The University increased fees in spring 2019 and 4% salary increases were given to employees. The President will continue to be apprised of budget developments. The budget fiscal year ended in balance.

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.

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

2017-2018:

Quarterly, semiannual, and annual reports have been submitted timely and annual financial reports for the year ended June 30, 2018, are on schedule.

2018-2019:

Quarterly, semiannual, and annual reports have been submitted timely and annual financial reports for the year ended June 30, 2019, are on schedule.

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.

2.1.1 Analysis of Data and Plan for Continuous Improvement

2017-2018:

All quarterly, semiannual, and annual financial statements were submitted timely. For 2018-2019, Business Affairs will continue to monitor the submission of fiscal reports to ensure that the information is accurate and submitted timely.

2018-2019:

All quarterly, semiannual, and annual financial statements were submitted timely. For 2019-2020, Business Affairs will continue to monitor the submission of fiscal reports to ensure that the information is accurate and submitted timely.

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.

3 Assessment and Benchmark

Benchmark: Timely preparation of documents to allow construction and maintenance of facilities to proceed as needed to provide for the needs of the University's students, faculty, and staff.

3.1 Data

2017-2018:

The University funded \$1,755,403 of small capital projects in FYE June 30, 2018.

2018-2019:

The University funded \$1.2 million of small capital projects in FYE June 30, 2019.

2019-2020:

2020-2021:

2021-2022:

This assessment and benchmark are no longer under the Office of Business Affairs.

3.1.1 Analysis of Data and Plan for Continuous Improvement

2017-2018:

- Completed \$1,755,403 of assorted small capital projects in 2018.
- State capital outlay request submitted timely.
- Drew Parking lot is being bid and construction will start in September 2018.
- Planning and budgeting small capital projects for 2019. Approximately \$1.2 million in projects is being planned.

2018-2019:

- Completed approximately \$1.2 million in projects in 2019.
- Drew Parking lot is near completion. The lot will be available to students in fall 2019.
- State capital outlay request submitted timely.

2019-2020:

2020-2021:

2021-2022:

This assessment and benchmark are no longer under the Office of Business Affairs.

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

2017-2018:

- Legislative Audit for the year ended June 30, 2018 is currently underway. The audit report will be issued by December 2018.
- FYE 2017 Legislative Audit of NCAA resulted in no findings or significant adjustments.

2018-2019:

- Legislative Audit for the year ended June 30, 2018, resulted in no reportable findings.

2019-2020:

2020-2021:

2021-2022:

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

1.1.1 Analysis of Data and Plan for Continuous Improvement

2017-2018:

- NCAA audit resulted in no findings.
- Awaiting results of 2018 audit.

2018-2019:

- Legislative Audit for the year ended June 30, 2018, contained no audit findings.

2019-2020:

2020-2021:

2021-2022:

No financial audit was conducted for FYE 2021.

2 Assessment and Benchmark

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

2.1 Data

2017-2018:

No internal audits related to Business Affairs were issued.

2018-2019:

Internal Audit was contacted regarding a phishing incident. Internal audit issued its report on April 1, 2019. An employee's payroll direct deposit was illegally redirected. A claim was filed with ORM. As a result, IT is implementing dual authentication to email system. Payroll will comply with exception to its policies and procedures. IT is developing an updated security plan.

Internal Audit issued a report concerning compliance with RS 42:31. Four McNeese employees earn over \$100,000 and had not yet provided proof of residency as required by the statute. LSU has requested an attorney general opinion as to whether the statute is constitutional.

2019-2020:

2020-2021:

2021-2022:

No internal audits related to Business Affairs were issued.

2.1.1 Analysis of Data and Plan for Continuous Improvement

2017-2018:

No audits were issued in 2018.

2018-2019:

Two audits in 2019 contained findings. Findings of the first audit are now being addressed. For the second audit report, the University is awaiting an attorney general opinion to determine how to proceed.

2019-2020:

2020-2021:

2021-2022:

No internal audits related to Business Affairs were issued.