

Annual Assessment Report
EXECUTIVE SUMMARY

Unit name: Administration: Finance and Business Office

Assessment year: 2020 – 2021

Mission: The mission of the Office of Finance and Business is to deliver financial and administrative services to LaGuardia Community College’s students, faculty and staff. Comprised of the Accounting, Accounts Payable, Budget, Bursar, and Purchasing offices, the Business Office complies with all rules and regulations, strives for maximum efficiency and transparency, and maintains the College’s fiscal health in support of the College’s mission to educate and graduate our diverse student body.

Goal 1: Reduce manual entries by integrating accounting and procurement into CUNYfirst platform.

Supporting Strategic plan goal: 1- Build Student Access and Success

Objectives/Outcomes: Fully integrate accounting and procurement process of all non-tax levy entities (excluding the LaGuardia Foundation) into CUNYfirst.

Measures

- 100% of accounting entries for non-tax levy entities occurring directly in CUNYfirst

Overview of findings, recommendations and next steps

Results:

- Auxiliary and College Association Accounts met the go-live date of July 1, 2020 (FY21). 100% of the required activities for the implementation of this goal were completed. User acceptance training was also conducted.

Recommendations and next steps

- The results in appendix A indicate that 100% of the Procurement and Cash Management activities went live July 1, 2020. Comparative analysis of Purchase Orders processed will be available in Yr. 3 (2021-2022). Comparative analysis of payments processed within 30 days will be available in Yr. 3 (2021-2022). Expenditure Analysis and Key Performance Indicators reported quarterly.
- The training activities were successful - Roles were designated to department end users and Business Office staff, User acceptance training was conducted,

and Training was developed and conducted to end users - we plan on continuing with the same activities

- Ongoing training will be made available for new users.
- Accounting staff will familiarize themselves, and reconcile CUNY first financial statements with legacy Financial Edge Accounting System, in an effort to sunset the legacy system by year end fiscal 2023.

Goal 2: Maintain participation of businesses owned by minority/women and increase service-disabled Veterans' participation in procurement and service contracts.

Supporting Strategic plan goal: 4- Build Inclusive Community to Achieve the College Mission.

Objectives/Outcomes: Increase participation of Service-Disabled Veteran-Owned Businesses (SDVOBs) by 1.2% in procurement and service contracts.

Measures

- Percentage of eligible expenses purchased from SDVOB vendors as compared to CUNY annual benchmark of 6% annually

Overview of findings, recommendations and next steps

Results

- In FY2021 (July 1, 2020- June 30, 2021) SDVOB procurement orders reached 2.76%, whereas the CUNY goal was 6%.
- In comparison, SDVOB spending in FY19 was 0.38%, and 6.27% in FY20. This is an increase of 1550% between FY19 and FY20 and a drop of 56% between FY21 and FY20. The difference is due to a large contract with an SDVOB vendor in Q4 of 2020.

Recommendations and next steps

- We continue to expand outreach and our internal database on SDVOB vendors. We will continue with our activities from last year.
- Monitor trend in the utilization by review of SDVOB reports that are issued Quarterly by the University.
- Continue to communicate with college departments about the importance of utilizing SDVOB's.
- Change the target to 6% SDVOB contracts of the total contacts to align with CUNY's targets.

Overall summary:

The Office of Finance and Business is focused on improving efficiency by utilizing automated platforms and best practices to improve its performance every year. The College's Related Entities transferred their accounting and procurement procedures to the newly created Non-Tax Levy modules of CUNYfirst which officially rolled out July 1, 2020. Throughout FY2021 (2020-2021), the Office accountants attended multiple training sessions and updated internal systems to facilitate a seamless transition. As a result, we are able to complete 100% of Non-Tax Levy transactions through CUNYfirst platform, thus eliminating manual entries, reporting and significantly reducing the need for paperwork.

LaGCC experienced a drop in SDVOB participation, most likely due to the pandemic, low vendor response rates and the lack competitive edge associated with cost of products and services provided by MWBEs and SDVOBs. Despite these challenges we will continue to aggressively seek opportunities to work with these vendors. All Purchasing buyers prioritize SDVOB participation in procurements, when possible.

Appendix

- Appendix A. Strategic Plan Assessment Report- CUNYfirst Integration of Non-Tax Levy Entities