

TITLE: Kentucky State University Management Improvement Plan Revision and Approval of Monthly Reporting Template

RECOMMENDATION: Council staff recommend the Executive Committee approve the recommended monthly reporting template and a revision to two management plan objectives and recommend final approval by the Council at their January 19, 2024 meeting.

PRESENTERS: Travis Powell, Vice President and General Counsel

BACKGROUND INFORMATION

House Bill 250 enacted in the 2022 Regular Session directs Kentucky State University to provide “a monthly report of university finances to the council in a format requested by the council.” While the university has provided monthly reports to the council since HB 250 was enacted, the university was given significant latitude in the format of those reports. This was primarily due to issues with their accounting system that made it difficult for the university to consistently report in a standard format.

REASON FOR REQUESTED REVISION

A standardized monthly reporting format will facilitate staff’s efforts to monitor and evaluate the university’s progress toward meeting financial goals and completing objectives in the management plan.

Reporting in the attached format would begin with the February 2024 report and continue through the November 1, 2025 monitoring period established in HB 250 or until revised by the Council. This report will be included in the Council’s monthly update on KSU’s financial status provided to the Governor and the Legislative Research Commission (LRC) per HB 250.

Staff also recommends a revision to the follow two objectives in the management improvement plan:

5.2.7 Statement of Revenues, Expenses and Changes in Net Position – Change deliverable from monthly to quarterly.

5.2.8 Statement of Net Position – Change deliverable from monthly to quarterly.

This revision will align these deliverables with a more appropriate calendar for financial reporting.

RATIONALE FOR REVISION

Sufficient progress has been made in reconciling accounts and correcting accounting issues that we are now confident that the university can comply with a standard reporting format. The proposed template is designed to provide the information necessary for CPE staff to monitor and evaluate the financial performance of the University. Staff also recommend that the monthly and quarterly financial reporting be aligned with best practices.

KENTUCKY STATE UNIVERSITY
 Education and General Revenues and Expenses/Transfers by Functional Area
 For the Period from XXXXX to XXXXX
 With Comparative Prior Year Data

	2024			2023		
	Budget	Actual	%	Budget	Actual	%
Revenue						
Student Tuition and Fees (Net of Scholarship Allowances of X,XXX,XXX)						
State Appropriations						
Sales and Services						
Other						
Transfers In						
Total Revenue						
Expenses						
Instruction						
Research						
Public Service						
Libraries						
Academic Support						
Student Services						
Insitutional Support						
Operations and Maintenance of Plant						
Transfers						
Mandatory: Debt Service						
Non-Mandatory						
Non-Mandatory Transfer to Reserves						
Total Expenses and Transfers						

KENTUCKY STATE UNIVERSITY
 Education and General Expenses/Transfers by Natural Classification
 For the Period from XXXXX to XXXXX
 With Comparative Prior Year Data

	2024			2023		
	Budget	Actual	%	Budget	Actual	%
Expenses/Transfers						
Salaries and Wages						
Benefits						
Contracted Services						
Operating						
Utilities						
Capital						
Transfers						
Total Expenses and Transfers						

KENTUCKY STATE UNIVERSITY
 Auxiliary Operations Revenues and Expenses/Transfers by Natural Classification
 For the Period from XXXXX to XXXXX
 With Comparative Prior Year Data

	2024			2023		
	Budget	Actual	%	Budget	Actual	%
Revenue						
Housing						
Dining						
Bookstore						
Other						
Transfers In						
Total Revenue						
Expenses						
Salaries and Wages						
Benefits						
Contracted Services						
Operating						
Utilities						
Capital						
Mandatory Transfers: Debt Service						
Non-Mandatory Transfers						
Non-Mandatory Transfers To Reserves						
Total Expenses and Transfers						

KENTUCKY STATE UNIVERSITY
Cash Balance Report
As of XX,XX,XXXX

Bank Accounts

Bank 60 (Fifth Third)

Outstanding Checks

Net Balance Bank 60

Bank 09 (Commonwealth of Kentucky)

Bank 20 (State Appropriations)

Bank 29 (Commonwealth of Kentucky Capital Project Account)

Bank 52 (Perkins Account)

Total Cash Balance

Less cash reserved for specific purposes:

Commonwealth of Kentucky Capital Project Account

Perkins Account

Asset Preservation Accumulated Fees

Land Grant Match Appropriations

CPE Grant Reserved Balances

Other Reserved Grant Balances

Total Reserved Cash Balance

Available Cash Balance

KENTUCKY STATE UNIVERSITY
Student Accounts Receivable Report
As of XX,XX,XXXX
With Comparative Prior Year Data

XX,XX,2024 XX,XX,2023

Enrolled Students

Balance Owed Current Semester

Balance Owed Prior Semesters

Total Balances Owed Enrolled Students

Non-Enrolled Students

Balance Owed under 365 Days

Balance Owed over 365 Days

Balance Owed Over 730 Days

Total Balances Owed Non-Enrolled Students

Total Outstanding Student Receivables

KENTUCKY STATE UNIVERSITY
Accounts Payable Aging Report
As of XX,XX,XXXX

Payables Aging	Balance	
Days		
0-30		
31-60		
61-90		
91-120		
120+	<hr/>	
Total	<hr/> <hr/>	
No-Purchase Order Invoices Aging		
Days		
0-30		
31-60		
61-90		
91-120		
120+	<hr/>	
Total	<hr/> <hr/>	
Ousting Credit Card Payments		Over 30 Days (Y/N)
American Express		
5/3 Corporate Card		
Diners Club Card	<hr/>	
Total	<hr/> <hr/>	