

Hispanic Studies
Baseline Standards Form
FY 2014

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Norma V. Quinones (DBA)	
2	Updating the Baseline Standards Form.	Norma V. Quinones (DBA)	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Ana Magana/Jeanette Martinez (Office Coordinator)	
2	Reviewing cost center verifications.	Norma V. Quinones (DBA)	
3	Approving cost center verifications.	Norma V. Quinones (DBA)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Isaac Davis (Asst. College Admin)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Norma V. Quinones (DBA)	
2	Ensuring the validity of travel and expense reimbursements.	Norma V. Quinones (DBA)	
3	Ensuring that goods and services are received and that timely payment is made.	Ana Magana/Jeanette Martinez (Office Coordinator)	
4	Ensuring correct account coding on purchases documents.	Ana Magana/Jeanette Martinez (Office Coordinator)	
5	Primary contact for inquiries to expenditure transactions.	Norma V. Quinones (DBA)	
PAYROLL / HUMAN RESOURCES			
1	Reconciling leave records to time and effort reports.	Norma V. Quinones (DBA)	
2	Reconciling leave accruals to the payroll system.	Norma V. Quinones (DBA)	
3	Ensuring all time and effort reports are submitted to Payroll.	Ana Magana/Jeanette Martinez (Office Coordinator)	
4	Reconciling time and effort reports to check registers.	Norma V. Quinones (DBA)	
5	Completing termination clearance procedures.	Ana Magana (Office Coordinator)	
6	Ensuring terminated employees are no longer charged to departmental cost centers.	Norma V. Quinones (DBA)	
7	Paycheck distribution.	n/a	
8	Maintaining departmental Personnel files	Ana Magana/Jeanette Martinez (Office Coordinator)	
9	Ensuring valid authorization of new hires.	Norma V. Quinones (DBA)	
10	Ensuring valid authorization of changes in compensation rates.	Norma V. Quinones (DBA)	
11	Ensuring the accurate input of changes to the payroll system.	Norma V. Quinones (DBA)	
12	Propriety of leave account classification on time records.	Norma V. Quinones (DBA)	
13	Consistent and efficient responses to inquiries.	Norma V. Quinones (DBA)	
CASH HANDLING			
1	Collecting cash, checks, etc.	Debra Frazier (Academic Advisor)	
2	Reconciling cash, checks, etc. to receipts.	Ana Magana/Jeanette Martinez (Office Coordinator)	

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3	Preparing deposits.	Ana Magana/Jeanette Martinez (Office Coordinator)	
4	Preparing Journal Entries.	Ana Magana/Jeanette Martinez (Office Coordinator)	
5	Verifying deposits to the financial system.	Ana Magana/Jeanette Martinez (Office Coordinator)	
6	Adequacy of physical safeguards.	Ana Magana/Jeanette Martinez (Office Coordinator)	
7	Transporting deposits to Student Financial Services.	Campus Police	
8	Ensuring deposits are made timely.	Norma V. Quinones (DBA)	
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	Norma V. Quinones (DBA)	
10	Updating Cash Handling Procedures as needed.	Norma V. Quinones (DBA)	
11	Consistent and efficient responses to inquiries.	Norma V. Quinones (DBA)	
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
LONG DISTANCE / CELL PHONE CHARGES			
1	Forwarding employees long distance and cell phone charge reports.	Ana Magana/Jeanette Martinez (Office Coordinator)	
2	Ensuring employees review their long distance and/or cell phone charge reports.	Ana Magana/Jeanette Martinez (Office Coordinator)	
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Ana Magana/Jeanette Martinez (Office Coordinator)	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Norma V. Quinones (DBA)	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Joint Effort with the DBA and Office Coordinator	
2	Ensuring the annual inventory was completed correctly.	Norma V. Quinones (DBA)	
3	Tagging equipment.	Ana Magana/Jeanette Martinez (Office Coordinator)	
4	Approving requests for removal of equipment from campus.	Norma V. Quinones (DBA)	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	Norma V. Quinones (DBA)	
2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	Norma V. Quinones (DBA)	
3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	Norma V. Quinones (DBA)	

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGATIVE BALANCES			
1	Ensuring that all fund groups have positive fund equity at year-end.	Norma V. Quinones (DBA)	
2	Ensuring that research expenditures are covered by funds from sponsors.	Norma V. Quinones (DBA)	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Norma V. Quinones (DBA)	
2	Ensuring that critical data back up occurs.	Norma V. Quinones (DBA)	
3	Ensuring that procedures such as password controls are followed.	Norma V. Quinones (DBA)	
4	Reporting of suspected security violations.	Norma V. Quinones (DBA)	