Treasury
Baseline Standards
FY 2014

BM		Responsible Person(s) Brenda Meade (Admin Asst)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Raymond Bartlett - Treasurer	Robbi Puryear - Assistant Treasurer
2	Updating the Baseline Standards Form.	Raymond Bartlett - Treasurer	Robbi Puryear - Assistant Treasurer
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Angela Greene - Supervisor, Treasury Operations	Anne Montgomery - Manager, Treasury Operations
2	Reviewing cost center verifications.	Anne Montgomery - Manager, Treasury Operations	Robbi Puryear - Assistant Treasurer
3	Approving cost center verifications.	Raymond Bartlett - Treasurer	Robbi Puryear - Assistant Treasurer
4	Ensuring all cost centers are verified/approved on a timely basis.	Anne Montgomery - Manager, Treasury Operations	Raymond Bartlett - Treasurer
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Brenda Meade - Administrative Assistant	Anne Montgomery - Manager, Treasury Operations
2	Ensuring the validity of travel and expense reimbursements.	Brenda Meade - Administrative Assistant	Raymond Bartlett - Treasurer
3	Ensuring that goods and services are received and that timely payment is made.	Brenda Meade - Administrative Assistant	Anne Montgomery - Manager, Treasury Operations
4	Ensuring correct account coding on purchases documents.	Brenda Meade - Administrative Assistant	Anne Montgomery - Manager, Treasury Operations
5	Primary contact for inquiries to expenditure transactions.	Brenda Meade - Administrative Assistant	Anne Montgomery - Manager, Treasury Operations
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	NA	NA
2	Reconciling bi-weekly leave accruals to the HR System.	NA	NA
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	NA	NA
4	Ensuring all monthly leave is recorded and approved in the HR System.	Brenda Meade - Administrative Assistant	Nancy Tran - Associate Dir. SFS
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Brenda Meade - Administrative Assistant	Nancy Tran - Associate Dir. SFS
6	Completing termination clearance procedures.	Brenda Meade - Administrative Assistant	Raymond Bartlett - Treasurer
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Brenda Meade - Administrative Assistant	Anne Montgomery - Manager, Treasury Operations
8	Paycheck distribution.	Ericka Vasquez - Senior Cashier.	Angela Greene - Supervisor, Treasury Operations
9	Maintaining departmental Personnel files.	Brenda Meade - Administrative Assistant	Raymond Bartlett - Treasurer
10	Ensuring valid authorization of new hires.	Raymond Bartlett - Treasurer	Robbi Puryear - Assistant Treasurer
11	Ensuring valid authorization of changes in compensation rates.	Raymond Bartlett - Treasurer	Robbi Puryear - Assistant Treasurer
12	Ensuring the accurate input of changes to the HR System.	Brenda Meade - Administrative Assistant	Nancy Tran - Associate Dir. SFS
13	Propriety of leave account classification on time records.	Brenda Meade - Administrative Assistant	Nancy Tran - Associate Dir. SFS
14	Consistent and efficient responses to inquiries.	Brenda Meade - Administrative Assistant	Robbi Puryear - Assistant Treasurer
CASH HANDLING			

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Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
1	Collecting cash, checks, etc.	Ericka Vasquez - Senior Cashier.	Angela Greene - Supervisor, Treasury Operations
2	Reconciling cash, checks, etc. to receipts.	Ericka Vasquez - Senior Cashier.	Angela Greene - Supervisor, Treasury Operations
3	Preparing deposits.	Ericka Vasquez - Senior Cashier.	Angela Greene - Supervisor, Treasury Operations
4	Preparing Journal Entries.	Ericka Vasquez - Senior Cashier.	Angela Greene - Supervisor, Treasury Operations
5	Verifying deposits posted correctly in the Finance System.	Amanda Yim - Financial Analyst II	Raymond Bartlett - Treasurer
6	Adequacy of physical safeguards.	Anne Montgomery - Manager, Treasury Operations	Angela Greene - Supervisor, Treasury Operations
7	Transporting deposits to Student Financial Services.	Ericka Vasquez - Senior Cashier.	Angela Greene - Supervisor, Treasury Operations
8	Ensuring deposits are made timely.	Ericka Vasquez - Senior Cashier.	Angela Greene - Supervisor, Treasury Operations
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Angela Greene - Supervisor, Treasury Operations	Anne Montgomery - Manager, Treasury Operations
10	Updating Cash Handling Procedures as needed.	Anne Montgomery - Manager, Treasury Operations	Robbi Puryear - Assistant Treasurer
11	Distribution of Cash Handling Procedures to employees who handle cash.	Anne Montgomery - Manager, Treasury Operations	Robbi Puryear - Assistant Treasurer
12	Consistent and efficient responses to inquiries.	Anne Montgomery - Manager, Treasury Operations	Angela Greene - Supervisor, Treasury Operations
PETTY CASH			
1	Preparing petty cash disbursements.	Petty Cash Closed	NA
2	Ensuring petty cash disbursements are not for more than $100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	Brenda Meade - Administrative Assistant	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Brenda Meade - Administrative Assistant	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Raymond Bartlett - Treasurer	Raymond Bartlett - Treasurer
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Brenda Meade - Administrative Assistant	
2	Ensuring the annual inventory was completed correctly.	Brenda Meade - Administrative Assistant	Raymond Bartlett - Treasurer
3	Tagging equipment.	Brenda Meade - Administrative Assistant	
4	Approving requests for removal of equipment from campus.	Raymond Bartlett - Treasurer	

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Brenda Meade - Administrative Assistant	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Brenda Meade - Administrative Assistant	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	NA
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	NA	NA
3	Collection.	NA	NA
4	Recording.	NA	NA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	NA	NA
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Anne Montgomery - Manager, Treasury Operations	Raymond Bartlett - Treasurer
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	NA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Raymond Bartlett - Treasurer	
2	Ensuring that critical data back up occurs.	Raymond Bartlett - Treasurer	
3	Ensuring that procedures such as password controls are followed.	Raymond Bartlett - Treasurer	
4	Reporting of suspected security violations.	Raymond Bartlett - Treasurer	
For Departments listed below			
S0015	Treasury		
H0166	Treasurer		