## Treasury - S0015 H0166 Baseline Standards FY 2019

Primary (Required)   Secondary (Optional)			Responsible Per	rson(s) (Name/Title)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS  1 Ensuring the Departmental Policy and Procedures manual is current. 2 Updating the Baseline Standards Form. Roberta Puryear - Treasurer Dan Corcoran - Ass't. Treasurer Pred Burnett - Manager, Treasurer Dan Corcoran - Ass't. Treasurer Pred Burnett - Manager, Treasurer Dan Corcoran - Ass't. Tr	Descri	ption of Responsibility	-	
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## Treasury - S0015 H0166 Baseline Standards FY 2019

		•	rson(s) (Name/Title)
Descrip	otion of Responsibility	Primary (Required)	Secondary (Optional)
10	Consistent and efficient responses to inquiries.	Dan Corcoran - Ass't. Treasurer	Roberta Puryear - Treasurer / Diane
		/Val Hines, Asst Business	Sylvester, Asst. Business Admin.
CASH	HANDLING		
1	Collecting cash, checks, etc.	Atiner Stills - Senior Cashier	Stephanye Bradley - Treasury Analys
2	Reconciling cash, checks, etc. to receipts.	Atiner Stills - Senior Cashier	Stephanye Bradley - Treasury Analys I
3	Preparing deposits.	Atiner Stills - Senior Cashier	Stephanye Bradley - Treasury Analys I
4	Preparing Journal Entries.	Atiner Stills - Senior Cashier	Stephanye Bradley - Treasury Analys I
5	Verifying deposits posted correctly in the Finance System.	Amanda Yim - Financial Analyst	Roberta Puryear - Treasurer
6	Adequacy of physical safeguards of cash receipts and	Fred Burnett - Manager, Treasury	
	equivalent.	Operations	Juanita Diaz - Treasury Analyst
7	Secure deposits via UHDPS to Student Financial Services.	Atiner Stills - Senior Cashier	Stephanye Bradley - Treasury Analys I
8	Ensuring deposits are made timely.	Atiner Stills - Senior Cashier	Stephanye Bradley - Treasury Analys I
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Dan Corcoran - Ass't. Treasurer	Roberta Puryear - Treasurer
10	Updating Cash Handling Procedures as needed.	Dan Corcoran - Ass't. Treasurer	Roberta Puryear - Treasurer
11	Distribution of Cash Handling Procedures to employees who handle cash.	Dan Corcoran - Ass't. Treasurer	Roberta Puryear - Treasurer
12	Consistent and efficient responses to inquiries.	Dan Corcoran - Ass't. Treasurer	Fred Burnett - Manager, 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
CONTR	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Roberta Puryear - Treasurer	Dan Corcoran - Ass't. Treasurer
PROPE	ERTY MANAGEMENT		Dan Corcoran - Asst. Heasure
1	Performing the annual inventory.	Ajay Rajeev - Application	
1	renorming the annual inventory.	Developer III	Chris Durham - Functional Analyst 4

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## Treasury - S0015 H0166 Baseline Standards FY 2019

		Responsible Person(s) (Name/Title)		
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)	
2	Ensuring the annual inventory was completed correctly.	Ajay Rajeev - Application	V \ 1	
		Developer III	Chris Durham - Functional Analyst 4	
3	Tagging equipment.	Ajay Rajeev - Application	, , , , , , , , , , , , , , , , , , , ,	
3	rugging equipment.	Developer III	Chris Durham - Functional Analyst 4	
4	Approving requests for removal of equipment from campus.	Roberta Puryear - Treasurer	Chris Burnam Tunctionar Maryst +	
7	Approving requests for removal of equipment from eampus.	Roberta i urycar - freasurer	Dan Corcoran - Ass't. Treasurer	
DICCI	LOSURE FORMS		Dan Corcoran - Asst. Heastrer	
DISCI	COSURE FORMS			
1	Ensuring all employees with purchasing influence complete the	Dan Caragran Ass't Trassurar		
1	annual Related Party disclosure statement online.	Dan Corcoran - Asst. Treasurer		
2	Ensuring all full time, benefits eligible, exempt faculty and	Dan Corcoran - Ass't. Treasurer		
2		Dan Corcoran - Asst. Treasurer		
- 2	staff complete the Consulting disclosure statement online.	NY A		
3	Ensuring that all Principal and Co-Principal Investigators	NA		
	complete the annual Conflict of Interest disclosure statement			
	for the Division of Research.		NA	
ACCO	UNTS RECEIVABLE			
- 1		NY A	N/A	
1	Extending of credit.	NA	NA	
2	D.III.	N/A	NY A	
2	Billing.	NA	NA	
		27.1		
3	Collection.	NA	NA	
	D #	27.1	27.1	
4	Recording.	NA	NA	
5	Monitoring credit extended.	NA	NA	
6	Approving write-offs.	NA	NA	
NEGA	TIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive	Fred Burnett - Manager, Treasury		
	fund equity at year-end.	Operations	Dan Corcoran - Ass't. Treasurer	
2	Ensuring that research expenditures are covered by funds from	NA		
	sponsors.		NA	
DEPA	RTMENTAL COMPUTING			
1	Management of the departments' information technology	Roberta Puryear - Treasurer		
	resources.		Chris Durham - Functional Analyst	
2	Ensuring that critical data back up occurs.	Roberta Puryear - Treasurer		
			Chris Durham - Functional Analyst	
3	Ensuring that procedures such as password controls are	Roberta Puryear - Treasurer		
	followed.	_	Chris Durham - Functional Analyst	
4	Reporting of suspected security violations.	Roberta Puryear - Treasurer		
			Chris Durham - Functional Analyst	

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