Small Business Development Center
Baseline Standards
FY 2015

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Sue Rhodes, Deputy Director, SBDC Network Admin.	
2	Updating the Baseline Standards Form.	Sue Rhodes, Deputy Director, SBDC Network Admin.	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Mae Hurst, Financial Analyst 2	
2	Reviewing cost center verifications.	Sue Rhodes, Deputy Director, SBDC Network Admin.	
3	Approving cost center verifications.	Mike Young, Executive Director	
4	Ensuring all cost centers are verified/approved on a timely basis.	Sue Rhodes, Deputy Director, SBDC Network Admin.	Randy Burnaman, Dept. Bus. Admin
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Randy Burnaman, Dept. Bus. Admin	Sue Rhodes, Deputy Director, SBDC Network Admin.
2	Ensuring the validity of travel and expense reimbursements.	Randy Burnaman, Dept. Bus. Admin	Sue Rhodes, Deputy Director, SBDC Network Admin.
3	Ensuring that goods and services are received and that timely payment is made.	Randy Burnaman, Dept. Bus. Admin	Sue Rhodes, Deputy Director, SBDC Network Admin.
4	Ensuring correct account coding on purchases documents.	Randy Burnaman, Dept. Bus. Admin	Sue Rhodes, Deputy Director, SBDC Network Admin.
5	Primary contact for inquiries to expenditure transactions.	Randy Burnaman, Dept. Bus. Admin	Sue Rhodes, Deputy Director, SBDC Network Admin.
PAYROLL / HUMAN RESOURCES			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Randy Burnaman, Depart. Business Admin.	Mae Hurst, Financial Analyst 2
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Randy Burnaman, Depart. Business Admin.	Mae Hurst, Financial Analyst 2
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Randy Burnaman, Depart. Business Admin.	Mae Hurst, Financial Analyst 2
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Randy Burnaman, Depart. Business Admin.	Mae Hurst, Financial Analyst 2
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls	Randy Burnaman, Depart. Business Admin.	Mae Hurst, Financial Analyst 2
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Randy Burnaman, Depart. Business Admin.	Mae Hurst, Financial Analyst 2
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Mae Hurst, Financial Analyst 2	Sue Rhodes, Deputy Director, SBDC Network Admin.
8	Maintaining departmental personnel files.	Randy Burnaman, Depart. Business Admin.	Mae Hurst, Financial Analyst 2
9	Consistent and efficient responses to inquiries.	Randy Burnaman, Depart. Business Admin.	Mae Hurst, Financial Analyst 2
10	Hire ePAR's should be processed at least 1 week prior to start date.	Randy Burnaman, Depart. Business Admin.	Mae Hurst, Financial Analyst 2
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Randy Burnaman, Depart. Business Admin.	Mae Hurst, Financial Analyst 2

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CASH HANDLING			
1	Collecting cash, checks, etc.	Various individuals - all complete Cash Handling Training	
2	Reconciling cash, checks, etc. to receipts.	Randy Burnaman, Depart. Business Admin.	
3	Preparing deposits.	Anna Suarez, Office Assistant 2	Jessica Rodriguez, Office Assistant 2
4	Preparing Journal Entries.	Anna Suarez, Office Assistant 2	Jessica Rodriguez, Office Assistant 2
5	Verifying deposits posted correctly in the Finance System.	Mae Hurst, Financial Analyst 2	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Randy Burnaman, Depart. Business Admin.	Sue Rhodes, Deputy Director, SBDC Network Admin.
7	Secure deposits via UHDPS to Student Financial Services.	Anna Suarez, Office Assistant 2 - Cash deposits made at BOA on premises	Bernadette Pittman, Fin. Coord. 1
8	Ensuring deposits are made timely.	Randy Burnaman, Depart. Business Admin.	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Randy Burnaman, Depart. Business Admin.	
10	Updating Cash Handling Procedures as needed.	Randy Burnaman, Asst. Dir., Fin/ Op	Sue Rhodes, Deputy Director, SBDC Network Admin.
11	Distribution of Cash Handling Procedures to employees who handle cash.	Randy Burnaman, Depart. Business Admin.	
12	Consistent and efficient responses to inquiries.	Randy Burnaman, Depart. Business Admin.	Sue Rhodes, Deputy Director, SBDC Network Admin.
PETTY CASH			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than $100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Randy Burnaman, Depart. Business Admin.	Sue Rhodes, Deputy Director, SBDC Network Admin.
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Robert Mayberry, Microsystems Analyst 1	Catherine Connors, Mngr, College/ Div Info Services 2.
2	Ensuring the annual inventory was completed correctly.	Catherine Connors, Mngr, College/ Div Info Services 2.	
3	Tagging equipment.	Robert Mayberry, Microsystems Analyst 1	Catherine Connors, Mngr, College/ Div Info Services 2.
4	Approving requests for removal of equipment from campus.	Sue Rhodes, Deputy Director, SBDC Network Admin.	Mike Young, Executive Director
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Randy Burnaman, Depart. Business Admin.	Sue Rhodes, Deputy Director, SBDC Network Admin.
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Randy Burnaman, Depart. Business Admin.	Sue Rhodes, Deputy Director, SBDC Network Admin.
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Mae Hurst, Financial Analyst 2	Sue Rhodes, Deputy Director, SBDC Network Admin.

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		Primary (Required)	Secondary (Optional)
	ACCOUNTS RECEIVABLE		
1	Extending of credit.	Sue Rhodes, Deputy Director, SBDC Network Admin.	Mike Young, Executive Director
2	Billing.	Mae Hurst, Financial Analyst 2	Sue Rhodes, Deputy Director, SBDC Network Admin.
3	Collection.	Mae Hurst, Financial Analyst 2 for follow-up collections, but not cash receipts	Sue Rhodes, Deputy Director, SBDC Network Admin.
4	Recording.	Various individuals - who receive cash and who have CH training	Sue Rhodes, Deputy Director, SBDC Network Admin.
5	Monitoring credit extended.	Sue Rhodes, Deputy Director, SBDC Network Admin.	Mike Young, Executive Director
6	Approving write-offs.	Sue Rhodes, Deputy Director, SBDC Network Admin.	Mike Young, Executive Director
	NEGATIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Randy Burnaman, Depart. Business Admin.	Sue Rhodes, Deputy Director, SBDC Network Admin.
2	Ensuring that research expenditures are covered by funds from sponsors.	Randy Burnaman, Depart. Business Admin.	Sue Rhodes, Deputy Director, SBDC Network Admin.
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Catherine Connors, Mngr, College/ Div Info Services 2	Sue Rhodes, Deputy Director, SBDC Network Admin.
2	Ensuring that critical data back up occurs.	Catherine Connors, Mngr, College/ Div Info Services 2	Sue Rhodes, Deputy Director, SBDC Network Admin.
3	Ensuring that procedures such as password controls are followed.	Catherine Connors, Mngr, College/ Div Info Services 2	Sue Rhodes, Deputy Director, SBDC Network Admin.
4	Reporting of suspected security violations.	Catherine Connors, Mngr, College/ Div Info Services 2	Sue Rhodes, Deputy Director, SBDC Network Admin.