Finance - H0047 Baseline Standards FY 2017

		Responsible Person(s) (Name/Title)	
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)
DEPAI	RTMENTAL POLICIES & PROCEDURES / BASELINE		
STANI	DARDS		
1	Ensuring the Departmental Policy and Procedures manual is	Praveen Kumar, chair	
	current.		Anesia Lamont, Department Business Administrator
2	Updating the Baseline Standards Form.	Anesia Lamont, Department	, , , , , , , , , , , , , , , , , , ,
	- F	Business Administrator	Sara Brown, Executive Director, Business Operations
FINAN	NCIAL REPORTING - COST CENTER VERIFICATIONS	Business Hammstator	But Brown, Encoure Briefler, Business operations
1 11 12 11	VEHILE RELIGITING COST CENTER VERMI TENTIONS		
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst	
1	repairing cost center verifications.	Ananii Nguyen, i manetai Anaryst	Sara Brown, Executive Director, Business Operations
2	Reviewing cost center verifications.	Anesia Lamont, Department	Sara Brown, Executive Director, Business Operations
2	Reviewing cost center verifications.		Sans Barrer Europetica Diseaster Business Organisms
	A	Business Administrator	Sara Brown, Executive Director, Business Operations
3	Approving cost center verifications.		
			Sara Brown, Executive Director, Business Operations
4	Ensuring all cost centers are verified/approved on a timely	Anesia Lamont, Department	Khanh Nguyen, Financial Analyst 2
	basis.	Business Administrator	
FINAN	NCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Ieshia Deal, Office Coordinator	Anesia Lamont, Department Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Ieshia Deal, Office Coordinator	Anesia Lamont, Department Business Administrator
			•
3	Ensuring that goods and services are received and that timely	Ieshia Deal, Office Coordinator	Anesia Lamont, Department Business Administrator
J	payment is made.	resina Bear, cirree coordinator	and the same of th
4	Ensuring correct account coding on purchases documents.	Anesia Lamont, Department	Anesia Lamont, Department Business Administrator
4	Ensuring correct account country on purchases documents.	Business Administrator	Anesia Lamont, Department Business Administrator
-	Dimensional designation of the second distance of the second distanc		
5	Primary contact for inquiries to expenditure transactions.	Anesia Lamont, Department	Total of Control And Doring Administration
DANDA	OLL / JUDANI REGOLIRGES	Business Administrator	Terrolyn Gunter, Asst Business Administrator
PAYRO	OLL / HUMAN RESOURCES		
	In the state of th	V II D I OSS G II	
1	Ensuring all bi-weekly reported time and leave are approved	Ieshia Deal, Office Coordinator	Anesia Lamont, Department Business Administrator
	before the deadlines set by Payroll, so that the correct hours are		
	recorded and paid on each bi-weekly paycheck.		
2	Ensuring all monthly leave is recorded and approved before the	Anesia Lamont, Department	
	deadlines set by Payroll.	Business Administrator	Alejandra Rodriguez, Asst. Business Administrator
3	Reconciling approved reported time and leave (bi-weekly	Anesia Lamont, Department	
-	employees) and ePARs (monthly employees) to the trial and	Business Administrator	
	final payroll verification reports.		Alejandra Rodriguez, Asst. Business Administrator
4	Completing termination clearance procedures.	Anesia Lamont, Department	
-	completing termination elemented procedures.	Business Administrator	Alejandra Rodriguez, Asst. Business Administrator
5	Ensuring terminated employees are no longer charged to	Anesia Lamont, Department	Projuncia Rouriguez, Asst. Dusiness Administrator
5		*	Alajandra Padriguaz, Asat Pusinasa Administratas
6 7	departmental cost centers.	Business Administrator	Alejandra Rodriguez, Asst. Business Administrator
	Maintaining departmental Personnel files.	Anesia Lamont, Department	Alaiandan Dadainan Aast Dadaas Alast tataa
		Business Administrator	Alejandra Rodriguez, Asst. Business Administrator
	Ensuring valid authorization of new hires.	Anesia Lamont, Department	
		Business Administrator	Alejandra Rodriguez, Asst. Business Administrator/Lilia C
8	Ensuring valid authorization of changes in compensation rates.		
			Melissa Niles, College Business Administrator
9	Ensuring the accurate input of changes to the HR System.	Anesia Lamont, Department	
		Business Administrator	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Anesia Lamont, Department	-
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occr	ation of Dognancibility		onsible Person(s) (Name/Title) Secondary (Ontional)
scription of Responsibility ASH HANDLING		Primary (Required)	Secondary (Optional)
	la notation in the second		
1	Collecting cash, checks, etc.	Anesia Lamont, Department	Terrolyn Gunter, Asst Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Business Administrator	Sara Brown, Executive Director, Business Operations
2	Reconcining cash, checks, etc. to receipts.	Terrolyn Gunter, Asst Business A	
3	Preparing deposits.	•	Sara Brown, Executive Director, Business Operations
		Terrolyn Gunter, Asst Business A	
4	Preparing Journal Entries.	Total of Control And Doring A	Sara Brown, Executive Director, Business Operations
5	Verifying deposits posted correctly in the Finance System.	Terrolyn Gunter, Asst Business A	Sara Brown, Executive Director, Business Operations
3	verifying deposits posted correctly in the Finance System.	Terrolyn Gunter, Asst Business A	_
6	Adequacy of physical safeguards of cash receipts and		Sara Brown, Executive Director, Business Operations
	equivalent.	Terrolyn Gunter, Asst Business A	d
7	Secure deposits via UHDPS to Student Financial Services.		Sara Brown, Executive Director, Business Operations
		Terrolyn Gunter, Asst Business A	
8	Ensuring deposits are made timely.	Townskyn Cynton Aget Bysinegg A	Sara Brown, Executive Director, Business Operations
9	Ensuring all employees who handle cash have completed Cash	Terrolyn Gunter, Asst Business A	Sara Brown, Executive Director, Business Operations
	Security Procedures or Cash Deposit and Security Procedures		But Brown, Encount Breetor, Business operations
	training.	Terrolyn Gunter, Asst Business A	
10	Updating Cash Handling Procedures as needed.		Sara Brown, Executive Director, Business Operations
		Terrolyn Gunter, Asst Business A	
11	Distribution of Cash Handling Procedures to employees who	Transland Country A ant Dunings A	Sara Brown, Executive Director, Business Operations
12	handle cash. Consistent and efficient responses to inquiries.	Terrolyn Gunter, Asst Business A	Sara Brown, Executive Director, Business Operations
12	Consistent and efficient responses to inquiries.	Terrolyn Gunter, Asst Business A	<u> </u>
ETTY	CASH		
1	Preparing petty cash disbursements.		
2	F	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized	IVA	IVA
	purposes.	N/A	N/A
4	Approving petty cash disbursements.		
		N/A	N/A
5	Replenishing the petty cash fund timely.	N7/A	NY/A
6	Ensuring the petty cash fund is balanced after each	N/A	N/A
U	disbursement.	N/A	N/A
ONTI	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Anesia Lamont, Department	
ODE	administration policies/procedures. RTY MANAGEMENT	Business Administrator	Terrolyn Gunter, Asst Business Administrator
KOPE	KI I MANAGEMENI		
1	Performing the annual inventory.	Ieshia Deal, Office Coordinator	
		,	Kathy Dominguez, Dept. Business Administrator
2	Ensuring the annual inventory was completed correctly.	Ieshia Deal, Office Coordinator	
			Frank Kelley, Associate Dean
3	Tagging equipment.	Ieshia Deal, Office Coordinator	Watha Damin and Dant B. Com Addition
4	Approving requests for removal of equipment from campus.	Anesia Lamont, Department	Kathy Dominguez, Dept. Business Administrator
7	rapproving requests for removal of equipment from campus.	Business Administrator	Sara Brown, Executive Director, Business Operations
SCL	OSURE FORMS		and the state of t
1		Terrolyn Gunter, Asst. Business	
	annual Related Party disclosure statement online	Administrator	Sara Brown, Executive Director, Business Operations
2			Sara Provin Evacutive Diseator Projector Occasion
3	complete the Consulting disclosure statement online Ensuring that all Principal and Co-Principal Investigators	Administrator Melissa Niles, College Business	Sara Brown, Executive Director, Business Operations
5	complete the annual Conflict of Interest disclosure statement for		
	Icomplete the annual Contrict of Interest disclosure statement for	(Auminisuau)	

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		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
	UNTS RECEIVABLE		
1	Extending of credit.		
	la uu	N/A	N/A
2	Billing.	27/4	NT/A
- 2	C. H. of co.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	IN/A	IN/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	IVA	IVA
3	Womtoring create extended.	N/A	N/A
6	Approving write-offs.		
		N/A	N/A
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive	Khanh Nguyen, Financial Analyst	
	fund equity at year-end.	2	Sara Brown, Executive Director, Business Operations
2	Ensuring that research expenditures are covered by funds from	Khanh Nguyen, Financial Analyst	
	sponsors.	2	Sara Brown, Executive Director, Business Operations
DEPA	RTMENTAL COMPUTING		
1	Management of the departments' information to the start and	Deten Truena Man Netwert	
1	Management of the departments' information technology	Peter Truong, Mgr. Network Control	Thomas George, Sr. Associate Dean for Faculty Affairs
2	resources. Ensuring that critical data back up occurs.	Peter Truong, Mgr. Network	Thomas George, St. Associate Dean for Faculty Affairs
	Ensuring that critical data back up occurs.	Control	Thomas George, Sr. Associate Dean for Faculty Affairs
3	Ensuring that procedures such as password controls are	Peter Truong, Mgr. Network	Thomas George, 51. Associate Dean for Faculty Arians
	followed.	Control	Thomas George, Sr. Associate Dean for Faculty Affairs
4	Reporting of suspected security violations.	Peter Truong, Mgr. Network	
	1 0	Control	Thomas George, Sr. Associate Dean for Faculty Affairs