

Finance Department - H0047
Baseline Standards
FY 2018

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.	Dr. Praveen Kumar, Dept Chair	Anesia Lamont, Department Business Administrator
2	Updating the Baseline Standards Form.	Anesia Lamont, Department Business Administrator	Melissa Niles, College Business Administrator
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Reviewing cost center verifications.	Anesia Lamont, Department Business Administrator	
3	Approving cost center verifications.	Sara Brown, Executive Director, Business Operations	Sara Brown, Executive Director, Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Anesia Lamont, Department Business Administrator	Khanh Nguyen, Financial Analyst 2
FINANCIAL 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 payment is made.	Ieshia Deal, Office Coordinator	Anesia Lamont, Department Business Administrator
4	Ensuring correct account coding on purchases documents.	Anesia Lamont, Department Business Administrator	Anesia Lamont, Department Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Anesia Lamont, Department Business Administrator	Terrolyn Gunter, Assistant Business Administrator
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.	Ieshia Deal, Office Coordinator	Anesia Lamont, Department Business Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Anesia Lamont, Department Business Administrator	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Anesia Lamont, Department Business Administrator	
4	Completing termination clearance procedures.	Anesia Lamont, Department Business Administrator	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Anesia Lamont, Department Business Administrator	
6	Maintaining departmental Personnel files.	Anesia Lamont, Department Business Administrator	Alejandra Rodriguez, Assistant Business Administrator-Admin Lilia Canas, Faculty Affairs Manger (Faculty)
7	Ensuring valid authorization of new hires.	Anesia Lamont, Department Business Administrator	Alejandra Rodriguez, Assistant Business Administrator-Admin Lilia Canas, Faculty Affairs Manger (Faculty)
8	Ensuring valid authorization of changes in compensation rates.	Alejandra Rodriguez, Assistant Business Administrator-Admin	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 Business Administrator	Melissa Niles, College Business Administrator

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CASH HANDLING			
1	Collecting cash, checks, etc.	Terrolyn Gunter, Assistant Business Administrator	Andrew Nguyen - Financial Assistant II
2	Reconciling cash, checks, etc. to receipts.	Terrolyn Gunter, Assistant Business Administrator	Andrew Nguyen - Financial Assistant II
3	Preparing deposits.	Terrolyn Gunter, Assistant Business Administrator	Andrew Nguyen - Financial Assistant II
4	Preparing Journal Entries.	Terrolyn Gunter, Assistant Business Administrator	Andrew Nguyen - Financial Assistant II
5	Verifying deposits posted correctly in the Finance System.	Terrolyn Gunter, Assistant Business Administrator	Andrew Nguyen - Financial Assistant II
6	Adequacy of physical safeguards of cash receipts and equivalent.	Terrolyn Gunter, Assistant Business Administrator	Andrew Nguyen - Financial Assistant II
7	Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter, Assistant Business Administrator	Andrew Nguyen - Financial Assistant II
8	Ensuring deposits are made timely.	Terrolyn Gunter, Assistant Business Administrator	Andrew Nguyen - Financial Assistant II
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Terrolyn Gunter, Assistant Business Administrator	Sara Brown, Executive Director, Business Operations
10	Updating Cash Handling Procedures as needed.	Terrolyn Gunter, Assistant Business Administrator	Sara Brown, Executive Director, Business Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Terrolyn Gunter, Assistant Business Administrator	Sara Brown, Executive Director, Business Operations
12	Consistent and efficient responses to inquiries.	Anesia Lamont, Department Business Administrator	Ieshia Deal, Office Coordinator
PETTY CASH			
1	Preparing petty cash disbursements.	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 purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Anesia Lamont, Department Business Administrator	N/A
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Ieshia Deal, Office Coordinator	Anesia Lamont, Department Business Administrator
2	Ensuring the annual inventory was completed correctly.	Ieshia Deal, Office Coordinator	Anesia Lamont, Department Business Administrator
3	Tagging equipment.	Ieshia Deal, Office Coordinator	Anesia Lamont, Department Business Administrator
4	Approving requests for removal of equipment from campus.	Anesia Lamont, Department Business Administrator	Terrolyn Gunter, Assistant Business Administrator
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Terrolyn Gunter, Assistant Business Administrator	Sara Brown, Executive Director, Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Terrolyn Gunter, Assistant Business Administrator	Sara Brown, Executive Director, Business Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Terrolyn Gunter, Assistant Business Administrator	Sara Brown, Executive Director, Business Operations

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Khanh Nguyen, Financial Analyst	Sara Brown, Executive Director, Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst	Sara Brown, Executive Director, Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Charles Morgan, Director of Information Technology	Hina Khan, Systems Analyst 3
2	Ensuring that critical data back up occurs.	Charles Morgan, Director of Information Technology	Hina Khan, Systems Analyst 3
3	Ensuring that procedures such as password controls are followed.	Charles Morgan, Director of Information Technology	Hina Khan, Systems Analyst 3
4	Reporting of suspected security violations.	Charles Morgan, Director of Information Technology	