

Charter School
Baseline Standards
FY 2015

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.	Paul Roch, College Business Administrator	use Business Managers Survival Guide ; MAPP; supplemented as needed
2	Updating the Baseline Standards Form.	Paul Roch, College Business Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Mark Capper, Financial Coordinator I	
2	Reviewing cost center verifications.	Paul Roch, College Business Administrator (as delegate)	
3	Approving cost center verifications.	Paul Roch, College Business Administrator (as delegate)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Paul Roch, College Business Administrator (as delegate)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Jamee Willis, Asst Business Services 1	Patricia Paquin, School Administrator
2	Ensuring the validity of travel and expense reimbursements.	Jamee Willis, Asst Business Services 1	Patricia Paquin, School Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Jamee Willis, Asst Business Services 1	Patricia Paquin, School Administrator
4	Ensuring correct account coding on purchases documents.	Jamee Willis, Asst Business Services 1	Patricia Paquin, School Administrator
5	Primary contact for inquiries to expenditure transactions.	Patricia Paquin, School Administrator	Patricia Paquin, School 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.	Patricia Paquin, School Administrator	Mark Capper, Financial Coordinator I
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Mark Capper, Financial Coordinator I	
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Mark Capper, Financial Coordinator I	
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Mark Capper, Financial Coordinator I	
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	Mark Capper, Financial Coordinator I	
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Patricia Paquin, School Administrator	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Patricia Paquin, School Administrator	
8	Maintaining departmental personnel files.	Patricia Paquin, School Administrator	
9	Consistent and efficient responses to inquiries.	Patricia Paquin, School Administrator	
10	Hire ePAR's should be processed at least 1 week prior to start date.	Patricia Paquin, School Administrator	
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Patricia Paquin, School Administrator	

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CASH HANDLING			
1	Collecting cash, checks, etc.	Jamee Willis, Asst Business Services 1	Patricia Paquin, School Administrator
2	Reconciling cash, checks, etc. to receipts.	Jamee Willis, Asst Business Services 1	Patricia Paquin, School Administrator
3	Preparing deposits.	Jamee Willis, Asst Business Services 1	Patricia Paquin, School Administrator
4	Preparing Journal Entries.	Jamee Willis, Asst Business Services 1	Patricia Paquin, School Administrator
5	Verifying deposits posted correctly in the Finance System.	Jamee Willis, Asst Business Services 1	Patricia Paquin, School Administrator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Jamee Willis, Asst Business Services 1	Patricia Paquin, School Administrator
7	Secure deposits via UHDPS to Student Financial Services.	Jamee Willis, Asst Business Services 1	Patricia Paquin, School Administrator
8	Ensuring deposits are made timely.	Jamee Willis, Asst Business Services 1	Patricia Paquin, School Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Paul Roch, College Business Administrator	
10	Updating Cash Handling Procedures as needed.	Paul Roch, College Business Administrator	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Patricia Paquin, School Administrator	
12	Consistent and efficient responses to inquiries.	Patricia Paquin, School Administrator	Paul Roch, College Business Administrator
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.	Patricia Paquin, School Administrator	Paul Roch, College Business Administrator
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Daniel Pineda, Mgr, Asst, Computing Oper	
2	Ensuring the annual inventory was completed correctly.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	Paul Roch, College Business Administrator
3	Tagging equipment.	Daniel Pineda, Mgr, Asst, Computing Oper	
4	Approving requests for removal of equipment from campus.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Paul Roch, College Business Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Paul Roch, College Business Administrator	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Paul Roch, College Business Administrator	

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Patricia Paquin, School Administrator	Paul Roch, College Business Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	Patricia Paquin, School Administrator	Lena Mitchell, Research Administrator
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	
2	Ensuring that critical data back up occurs.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	