

Charter School H0441
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.	Paul Roch, Director, Business Operations	Patricia Paquin, Principal/Superintendent
2	Updating the Baseline Standards Form.	Ethel Monroy, School Administrator	Patricia Paquin, Principal/Superintendent
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Aimee Young, Financial Coordinator I	Lena Mitchell, Research Administrator
2	Reviewing cost center verifications.	Margaret Spangler, Assistant Business Administrator	Lena Mitchell, Research Administrator
3	Approving cost center verifications.	Paul Roch, Director, Business Operations (as delegate)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Paul Roch, Director, Business Operations	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Patricia Paquin, Principal/Superintendent	Ethel Monroy, School Administrator
2	Ensuring the validity of travel and expense reimbursements.	Ethel Monroy, School Administrator	Mark Capper, Assistant Business Services 1
3	Ensuring that goods and services are received and that timely payment is made.	Ethel Monroy, School Administrator	Mark Capper, Assistant Business Services 1
4	Ensuring correct account coding on purchases documents.	Ethel Monroy, School Administrator	Mark Capper, Assistant Business Services 1
5	Primary contact for inquiries to expenditure transactions.	Ethel Monroy, School Administrator	Mark Capper, Assistant Business Services 1
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.	Aimee Young, Financial Coordinator I	Patricia Paquin & Ethel Monroy
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Patricia Paquin, Principal/Superintendent	Ethel Monroy, School Administrator
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Patricia Paquin, Principal/Superintendent	Ethel Monroy, School Administrator
4	Completing termination clearance procedures.	Patricia Paquin, Principal/Superintendent	Ethel Monroy, School Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Patricia Paquin, Principal/Superintendent	Ethel Monroy, School Administrator
6	Maintaining departmental Personnel files.	Patricia Paquin, Principal/Superintendent	Ethel Monroy, School Administrator
7	Ensuring valid authorization of new hires.	Patricia Paquin, Principal/Superintendent	Ethel Monroy, School Administrator
8	Ensuring valid authorization of changes in compensation rates.	Patricia Paquin, Principal/Superintendent	Ethel Monroy, School Administrator
9	Ensuring the accurate input of changes to the HR System.	Patricia Paquin, Principal/Superintendent	Ethel Monroy, School Administrator
10	Consistent and efficient responses to inquiries.	Patricia Paquin, Principal/Superintendent	Ethel Monroy, School Administrator

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

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	Ethel Monroy, School Administrator	Mark Capper, Assistant Business Services 1
3	Collection.	Ethel Monroy, School Administrator	Mark Capper, Assistant Business Services 1
4	Recording.	Ethel Monroy, School Administrator	Mark Capper, Assistant Business Services 1
5	Monitoring credit extended.	NA	
6	Approving write-offs.	Ethel Monroy, School Administrator	Mark Capper, Assistant Business Services 1
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Ethel Monroy, School Administrator	Mark Capper, Assistant Business Services 1
2	Ensuring that research expenditures are covered by funds from sponsors.	Paul Roch, Director Business Operations	Ethel Monroy, School Administrator
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Daniel Pineda, Assistant Manager CITE	Ethel Monroy, School Administrator
2	Ensuring that critical data back up occurs.	Daniel Pineda, Assistant Manager CITE	Ethel Monroy, School Administrator
3	Ensuring that procedures such as password controls are followed.	Daniel Pineda, Assistant Manager CITE	Ethel Monroy, School Administrator
4	Reporting of suspected security violations.	Patricia Paquin, Principal/ Superintendent	Ethel Monroy, School Administrator