

Department Name  
Baseline Standards  
FY 2014

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Felicia Bentley, DBA	
2	Updating the Baseline Standards Form.	Felicia Bentley, DBA	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Amanda Zeno, Financial Coordinator	
2	Reviewing cost center verifications.	Felicia Bentley, DBA	Dr. David Brammer, Exec. Director
3	Approving cost center verifications.	Dr. David Brammer, Exec. Director	Felicia Bentley, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Felicia Bentley, DBA	Dr. David Brammer, Exec. Director
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Laquita Franciour, Office Coordinator	Felicia Bentley, DBA
2	Ensuring the validity of travel and expense reimbursements.	Amanda Zeno, Financial Coordinator	Felicia Bentley, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
4	Ensuring correct account coding on purchases documents.	Laquita Franciour, Office Coordinator	Felicia Bentley, DBA
5	Primary contact for inquiries to expenditure transactions.	Amanda Zeno, Financial Coordinator	Felicia Bentley, DBA
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
2	Reconciling bi-weekly leave accruals to the HR System.	Amanda Zeno, Financial Coordinator	Felicia Bentley, DBA
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
4	Ensuring all monthly leave is recorded and approved in the HR System.	Felicia Bentley, DBA	
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
6	Completing termination clearance procedures.	Felicia Bentley, DBA	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Amanda Zeno, Financial Coordinator	Laquita Franciour, Office Coordinator
8	Paycheck distribution.		
9	Maintaining departmental Personnel files.	Felicia Bentley, DBA	Dr. David Brammer, Exec. Director
10	Ensuring valid authorization of new hires.	Felicia Bentley, DBA	
11	Ensuring valid authorization of changes in compensation rates.	Felicia Bentley, DBA	
12	Ensuring the accurate input of changes to the HR System.	Felicia Bentley, DBA	
13	Propriety of leave account classification on time records.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
14	Consistent and efficient responses to inquiries.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
<b>CASH HANDLING</b>			

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1	Collecting cash, checks, etc.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
2	Reconciling cash, checks, etc. to receipts.	Amanda Zeno, Financial Coordinator	Laquita Franciour, Office Coordinator
3	Preparing deposits.	Laquita Franciour, Office Coordinator	
4	Preparing Journal Entries.	Amanda Zeno, Financial Coordinator	
5	Verifying deposits posted correctly in the Finance System.	Amanda Zeno, Financial Coordinator	Felicia Bentley, DBA
6	Adequacy of physical safeguards.	Dr. David Brammer, Exec. Director	Felicia Bentley, DBA
7	Transporting deposits to Student Financial Services.	N/A	
8	Ensuring deposits are made timely.	Felicia Bentley, DBA	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Felicia Bentley, DBA	
10	Updating Cash Handling Procedures as needed.	Felicia Bentley, DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Felicia Bentley, DBA	
12	Consistent and efficient responses to inquiries.	Amanda Zeno, Financial Coordinator	Felicia Bentley, DBA
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
<b>LONG DISTANCE CHARGES</b>			
1	Manager review of long distance charges for unusual activity.	N/A	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.		
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Felicia Bentley, DBA	
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Charles Sikes, Asst Director	
2	Ensuring the annual inventory was completed correctly.	Charles Sikes, Asst Director	
3	Tagging equipment.	Charles Sikes, Asst Director	
4	Approving requests for removal of equipment from campus.	Charles Sikes, Asst Director	
<b>DISCLOSURE FORMS</b>			

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Felicia Bentley, DBA	Dr. David Brammer, Exec. Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Felicia Bentley, DBA	Dr. David Brammer, Exec. Director
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	Amanda Zeno, Financial Coordinator	Laquita Franciour, Office Coordinator
3	Collection.	Amanda Zeno, Financial Coordinator	Laquita Franciour, Office Coordinator
4	Recording.	Amanda Zeno, Financial Coordinator	Laquita Franciour, Office Coordinator
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Felicia Bentley, DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Tim Schlicher, Lan Administrator Research Information Center	
2	Ensuring that critical data back up occurs.	Tim Schlicher, Lan Administrator Research Information Center	
3	Ensuring that procedures such as password controls are followed.	Tim Schlicher, Lan Administrator Research Information Center	
4	Reporting of suspected security violations.	Tim Schlicher, Lan Administrator Research Information Center	