Development Operations
Baseline Standards
FY2015

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.	Barbara Newsome, Div Admin	Steven Mueller, Exec Dir Bus Ops
2	Updating the Baseline Standards Form.	Barbara Newsome, Div Admin	Steven Mueller, Exec Dir Bus Ops
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Thuan Nguyen, DBA	
2	Reviewing cost center verifications.	Barbara Newsome, Div Admin	Steven Mueller, Exec Dir Bus Ops
3	Approving cost center verifications.	Barbara Newsome, Div Admin	Steven Mueller, Exec Dir Bus Ops
4	Ensuring all cost centers are verified/approved on a timely basis.	Barbara Newsome, Div Admin	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Thuan Nguyen, DBA	Barbara Newsome, Div Admin
2	Ensuring the validity of travel and expense reimbursements.	Thuan Nguyen, DBA	Barbara Newsome, Div Admin
3	Ensuring that goods and services are received and that timely payment is made.		
	AVC/AVP, UA Operations	Maria Perez, Admin Asst	Shannon Keen, Admin Asst
	Corporate & Foundation Relations	Angela Cowins, Exec Admin Asst	
	Constituent & College Development	Michelle Stevenson, Admin Asst	UA Admin Support Team
	Annual Giving	Marilyn Washington, Exec Secy	
	Gift Planning	Pam Thomas-Hill, Exec Secy	
4	Ensuring correct account coding on purchases documents.	Thuan Nguyen, DBA	Barbara Newsome, Div Admin
5	Primary contact for inquiries to expenditure transactions.		
	AVC/AVP, UA Operations	Maria Perez, Admin Asst	Shannon Keen, Admin Asst
	Corporate & Foundation Relations	Angela Cowins, Exec Admin Asst	
	Constituent & College Development	Michelle Stevenson, Admin Asst	UA Admin Support Team
	Annual Giving	Marilyn Washington, Exec Secy	
	Gift Planning	Pam Thomas-Hill, Exec Secy	
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Thuan Nguyen, DBA	
2	Reconciling bi-weekly leave accruals to the HR System.	Thuan Nguyen, DBA	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Thuan Nguyen, DBA	
4	Ensuring all monthly leave is recorded and approved in the HR System.	Thuan Nguyen, DBA	
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Thuan Nguyen, DBA	
6	Completing termination clearance procedures.	Danette Spencer, ABA	Nicole Broyles, Dir Div Bus Ops
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Thuan Nguyen, DBA	
8	Paycheck distribution.	Thuan Nguyen, DBA	
9	Maintaining departmental Personnel files.	Danette Spencer, ABA	Nicole Broyles, Dir Div Bus Ops
10	Ensuring valid authorization of new hires.	Nicole Broyles, Dir Div Bus Ops	Steven Mueller, Exec Dir Bus Ops
11	Ensuring valid authorization of changes in compensation rates.	Nicole Broyles, Dir Div Bus Ops	Steven Mueller, Exec Dir Bus Ops
12	Ensuring the accurate input of changes to the HR System.	Nicole Broyles, Dir Div Bus Ops	Danette Spencer, ABA
13	Propriety of leave account classification on time records.	Thuan Nguyen, DBA	
14	Consistent and efficient responses to inquiries.	Nicole Broyles, Dir Div Bus Ops	Danette Spencer, ABA

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CASH HANDLING			
1	Collecting cash, checks, etc.		
	AVC/AVP, UA Operations	Maria Perez, Admin Asst	Shannon Keen, Admin Asst
	Corporate & Foundation Relations	Angela Cowins, Exec Admin Asst	
	Constituent & College Development	Michelle Stevenson, Admin Asst	UA Admin Support Team
	Annual Giving	Marilyn Washington, Exec Secy	
	Gift Planning	Pam Thomas-Hill, Exec Secy	
2	Reconciling cash, checks, etc. to receipts.	Thuan Nguyen, DBA	
3	Preparing deposits.		
	AVC/AVP, UA Operations	Maria Perez, Admin Asst	Shannon Keen, Admin Asst
	Corporate & Foundation Relations	Angela Cowins, Exec Admin Asst	
	Constituent & College Development	Michelle Stevenson, Admin Asst	UA Admin Support Team
	Annual Giving	Marilyn Washington, Exec Secy	
	Gift Planning	Pam Thomas-Hill, Exec Secy	
4	Preparing Journal Entries.		
	AVC/AVP, UA Operations	Maria Perez, Admin Asst	Shannon Keen, Admin Asst
	Corporate & Foundation Relations	Angela Cowins, Exec Admin Asst	Thuan Nguyen, DBA
	Constituent & College Development	Michelle Stevenson, Admin Asst	UA Admin Support Team
	Annual Giving	Marilyn Washington, Exec Secy	Thuan Nguyen, DBA
	Gift Planning	Pam Thomas-Hill, Exec Secy	Thuan Nguyen, DBA
5	Verifying deposits posted correctly in the Finance System.	Thuan Nguyen, DBA	Barbara Newsome, Div Admin
6	Adequacy of physical safeguards.	Thuan Nguyen, DBA	Barbara Newsome, Div Admin
7	Transporting deposits to Student Financial Services.	UHPD	
8	Ensuring deposits are made timely.		
	AVC/AVP, UA Operations	Maria Perez, Admin Asst	Shannon Keen, Admin Asst
	Corporate & Foundation Relations	Angela Cowins, Exec Admin Asst	
	Constituent & College Development	Michelle Stevenson, Admin Asst	UA Admin Support Team
	Annual Giving	Marilyn Washington, Exec Secy	
	Gift Planning	Pam Thomas-Hill, Exec Secy	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Barbara Newsome, Div Admin	Steven Mueller, Exec Dir Bus Ops
10	Updating Cash Handling Procedures as needed.	Barbara Newsome, Div Admin	Steven Mueller, Exec Dir Bus Ops
11	Distribution of Cash Handling Procedures to employees who handle cash.	Barbara Newsome, Div Admin	
12	Consistent and efficient responses to inquiries.	Thuan Nguyen, DBA	Barbara Newsome, Div Admin
PETTY CASH			
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	
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	Thuan Nguyen, DBA	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Thuan Nguyen, DBA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Barbara Newsome, Div Admin	Steven Mueller, Exec Dir Bus Ops
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Paul Chiang, Microsys Analyst 2	Stephen Evans, Mgr Div Info Svcs
2	Ensuring the annual inventory was completed correctly.	Paul Chiang, Microsys Analyst 2	Stephen Evans, Mgr Div Info Svcs
3	Tagging equipment.	Paul Chiang, Microsys Analyst 2	Stephen Evans, Mgr Div Info Svcs
4	Approving requests for removal of equipment from campus.	Stephen Evans, Mgr Div Info Svcs	Steven Mueller, Exec Dir Bus Ops

DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Barbara Newsome, Div Admin	Steven Mueller, Exec Dir Bus Ops
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Barbara Newsome, Div Admin	Steven Mueller, Exec Dir Bus Ops
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.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
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.	Thuan Nguyen, DBA	Barbara Newsome, Div Admin
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Stephen Evans, Mgr Div Info Svcs	Steven Mueller, Exec Dir Bus Ops
2	Ensuring that critical data back up occurs.	Paul Chiang, Microsys Analyst 2	Stephen Evans, Mgr Div Info Svcs
3	Ensuring that procedures such as password controls are followed.	Paul Chiang, Microsys Analyst 2	Stephen Evans, Mgr Div Info Svcs
4	Reporting of suspected security violations.	All Staff	