

Advancement Operations  
Baseline Standards  
FY2016

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.	Susanne Johnston, Director, Finance & Business Operations	Steven Mueller, Executive Director, Business Operations
2 Updating the Baseline Standards Form.	Susanne Johnston, Director, Finance & Business Operations	Steven Mueller, Executive Director, Business Operations
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>		
1 Preparing cost center verifications.	Thuan Nguyen, ABA	Zewuse Ladzekpo, DBA
2 Reviewing cost center verifications.	Susanne Johnston, Director, Finance & Business Operations	Steven Mueller, Executive Director, Business Operations
3 Approving cost center verifications.	Susanne Johnston, Director, Finance & Business Operations	Steven Mueller, Executive Director, Business Operations
4 Ensuring all cost centers are verified/approved on a timely basis.	Susanne Johnston, Director, Finance & Business Operations	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>		
1 Ensuring valid authorization of purchase documents.	Thuan Nguyen, ABA	Zewuse Ladzekpo, DBA
2 Ensuring the validity of travel and expense reimbursements.	Thuan Nguyen, ABA	Zewuse Ladzekpo, DBA
3 Ensuring that goods and services are received and that timely payment is made.		
<i>Advancement / Business Ops &amp; Info Systems</i>	Shatera Anderson, Admin Asst	Akia Jordan, Program Mgr II
<i>Advancement / Gift Management</i>	Lisa Haywood, Admin Asst	Akia Jordan, Program Mgr II
<i>Advancement / Development</i>	Michelle Stevenson-Shaw, Admin Asst	Elizabeth Dickey, Proj Mgr
<i>Advancement / Alumni Relations</i>	Michelle Raffety, Admin Asst	Kendra Hakanson, Program Coord
<i>Advancement / Campaign Strategic Initiatives</i>	Maria Perez, Admin Asst	Shatera Anderson, Admin Asst
<i>Advancement / VC-VP</i>	Anneka Roberson, Admin Asst	Rachel Pierre, Admin Asst
4 Ensuring correct account coding on purchases documents.	Thuan Nguyen, ABA	Zewuse Ladzekpo, DBA
5 Primary contact for inquiries to expenditure transactions.		
<i>Advancement / Business Ops &amp; Info Systems</i>	Shatera Anderson, Admin Asst	Zewuse Ladzekpo, DBA
<i>Advancement / Gift Management</i>	Lisa Haywood, Admin Asst	Thuan Nguyen, ABA
<i>Advancement / Development</i>	Michelle Stevenson-Shaw, Admin Asst	Thuan Nguyen, ABA
<i>Advancement / Alumni Relations</i>	Michelle Raffety, Admin Asst	Zewuse Ladzekpo, DBA
<i>Advancement / Campaign Strategic Initiatives</i>	Maria Perez, Admin Asst	Thuan Nguyen, ABA
<i>Advancement / VC-VP</i>	Anneka Roberson, Admin Asst	Thuan Nguyen, ABA
<b>PAYROLL / HUMAN RESOURCES</b>		
1 Reconciling approved bi-weekly leave requests to time and effort reports.	Thuan Nguyen, ABA	
2 Reconciling bi-weekly leave accruals to the HR System.	Thuan Nguyen, ABA	
3 Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Thuan Nguyen, ABA	
4 Ensuring all monthly leave is recorded and approved in the HR System.	Thuan Nguyen, ABA	
5 Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Thuan Nguyen, ABA	
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, ABA	Danette Spencer, ABA
8 Paycheck distribution.	Thuan Nguyen, ABA	Danette Spencer, ABA
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.	Danette Spencer, ABA	Nicole Broyles, Dir Div Bus Ops
13 Propriety of leave account classification on time records.	Thuan Nguyen, ABA	Danette Spencer, ABA
14 Consistent and efficient responses to inquiries.	Nicole Broyles, Dir Div Bus Ops	Danette Spencer, ABA

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<b>CASH HANDLING</b>		
1	Collecting cash, checks, etc.	
	<i>Advancement / Business Ops &amp; Info Systems</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Advancement / Gift Management</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Advancement / Development</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Advancement / Alumni Relations</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Advancement / Campaign Strategic Initiatives</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Advancement / VC-VP</i>	Ronnie Calhoun, Mgr Gift Processing & Records
2	Reconciling cash, checks, etc. to receipts.	Ronnie Calhoun, Mgr Gift Processing & Records
3	Preparing deposits.	
	<i>Advancement / Business Ops &amp; Info Systems</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Advancement / Gift Management</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Advancement / Development</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Advancement / Alumni Relations</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Advancement / Campaign Strategic Initiatives</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Advancement / VC-VP</i>	Ronnie Calhoun, Mgr Gift Processing & Records
4	Preparing Journal Entries.	
	<i>Advancement / Business Ops &amp; Info Systems</i>	Shatera Anderson, Admin Asst
	<i>Advancement / Gift Management</i>	Lisa Haywood, Admin Asst
	<i>Advancement / Development</i>	Michelle Stevenson-Shaw, Admin Asst
	<i>Advancement / Alumni Relations</i>	Michelle Raffety, Admin Asst
	<i>Advancement / Campaign Strategic Initiatives</i>	Maria Perez, Admin Asst
	<i>Advancement / VC-VP</i>	Anneka Roberson, Admin Asst
5	Verifying deposits posted correctly in the Finance System.	Thuan Nguyen, ABA
6	Adequacy of physical safeguards.	Susanne Johnston, Director, Finance & Business Operations
7	Transporting deposits to Student Financial Services.	UHPD
8	Ensuring deposits are made timely.	
	<i>Advancement / Business Ops &amp; Info Systems</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Advancement / Gift Management</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Advancement / Development</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Advancement / Alumni Relations</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Advancement / Campaign Strategic Initiatives</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Advancement / VC-VP</i>	Ronnie Calhoun, Mgr Gift Processing & Records
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Susanne Johnston, Director, Finance & Business Operations
10	Updating Cash Handling Procedures as needed.	Susanne Johnston, Director, Finance & Business Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Susanne Johnston, Director, Finance & Business Operations
12	Consistent and efficient responses to inquiries.	Susanne Johnston, Director, Finance & Business Operations
<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.	N/A
<b>CONTRACT ADMINISTRATION</b>		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Akia Jordan, Program Mgr II
<b>PROPERTY MANAGEMENT</b>		
1	Performing the annual inventory.	Akia Jordan, Program Mgr II
2	Ensuring the annual inventory was completed correctly.	Akia Jordan, Program Mgr II
3	Tagging equipment.	Paul Chiang, Microsys Analyst 2
4	Approving requests for removal of equipment from campus.	Akia Jordan, Program Mgr II

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DISCLOSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Nicole Broyles, Dir Div Bus Ops Danette Spencer, ABA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Nicole Broyles, Dir Div Bus Ops Danette Spencer, ABA
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.	Susanne Johnston, Director, Finance & Business Operations Thuan Nguyen, ABA
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.	Stephen Evans, Mgr Div Info Svcs Paul Chiang, Microsys Analyst 2
3	Ensuring that procedures such as password controls are followed.	Stephen Evans, Mgr Div Info Svcs Paul Chiang, Microsys Analyst 2
4	Reporting of suspected security violations.	All Staff