

Development Operations
Baseline Standards
FY2016

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.	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, Exec Dir Bus Ops
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Thuan Nguyen, ABA	
2	Reviewing cost center verifications.	Susanne Johnston, Director, Finance & Business Operations	
3	Approving cost center verifications.	Susanne Johnston, Director, Finance & Business Operations	
4	Ensuring all cost centers are verified/approved on a timely basis.	Susanne Johnston, Director, Finance & Business Operations	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
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>AVC/AVP, UA Operations</i>	Michelle Stevenson, Admin Asst	Elizabeth Dickey, Project Mgr
	<i>Corporate & Foundation Relations</i>	Angela Cowins, Exec Admin Asst	
	<i>Constituent & College Development</i>	Michelle Stevenson, Admin Asst	
	<i>Annual Giving</i>	Rachel Brown, Director	
	<i>Gift Planning</i>	Pam Thomas-Hill, 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>AVC/AVP, UA Operations</i>	Michelle Stevenson, Admin Asst	Thuan Nguyen, ABA
	<i>Corporate & Foundation Relations</i>	Angela Cowins, Exec Admin Asst	Thuan Nguyen, ABA
	<i>Constituent & College Development</i>	Michelle Stevenson, Admin Asst	Thuan Nguyen, ABA
	<i>Annual Giving</i>	Rachel Brown, Director	Thuan Nguyen, ABA
	<i>Gift Planning</i>	Pam Thomas-Hill, Admin Asst	Thuan Nguyen, ABA
PAYROLL / HUMAN RESOURCES			
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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Baseline Standards
FY2016

CASH HANDLING			
1	Collecting cash, checks, etc.		
	<i>AVC/AVP, UA Operations</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Beth Ladd, Exec Dir Gift Mgmt
	<i>Corporate & Foundation Relations</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Beth Ladd, Exec Dir Gift Mgmt
	<i>Constituent & College Development</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Beth Ladd, Exec Dir Gift Mgmt
	<i>Annual Giving</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Beth Ladd, Exec Dir Gift Mgmt
	<i>Gift Planning</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Beth Ladd, Exec Dir Gift Mgmt
2	Reconciling cash, checks, etc. to receipts.	Ronnie Calhoun, Mgr Gift Processing & Records	Beth Ladd, Exec Dir Gift Mgmt
3	Preparing deposits.		
	<i>AVC/AVP, UA Operations</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Beth Ladd, Exec Dir Gift Mgmt
	<i>Corporate & Foundation Relations</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Beth Ladd, Exec Dir Gift Mgmt
	<i>Constituent & College Development</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Beth Ladd, Exec Dir Gift Mgmt
	<i>Annual Giving</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Beth Ladd, Exec Dir Gift Mgmt
	<i>Gift Planning</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Beth Ladd, Exec Dir Gift Mgmt
4	Preparing Journal Entries.		
	<i>AVC/AVP, UA Operations</i>	Michelle Stevenson, Admin Asst	Thuan Nguyen, ABA
	<i>Corporate & Foundation Relations</i>	Angela Cowins, Exec Admin Asst	Thuan Nguyen, ABA
	<i>Constituent & College Development</i>	Michelle Stevenson, Admin Asst	Thuan Nguyen, ABA
	<i>Annual Giving</i>	Thuan Nguyen, ABA	Thuan Nguyen, ABA
	<i>Gift Planning</i>	Pam Thomas-Hill, Admin Asst	Thuan Nguyen, ABA
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>AVC/AVP, UA Operations</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Beth Ladd, Exec Dir Gift Mgmt
	<i>Corporate & Foundation Relations</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Beth Ladd, Exec Dir Gift Mgmt
	<i>Constituent & College Development</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Beth Ladd, Exec Dir Gift Mgmt
	<i>Annual Giving</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Beth Ladd, Exec Dir Gift Mgmt
	<i>Gift Planning</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Beth Ladd, Exec Dir Gift Mgmt
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	Steven Mueller, Exec Dir Bus Ops
11	Distribution of Cash Handling Procedures to employees who handle cash.	Susanne Johnston, Director, Finance & Business Operations	
12	Consistent and efficient responses to inquiries.	Thuan Nguyen, ABA	Susanne Johnston, Director, Finance & Business Operations
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.	N/A	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	N/A	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Akii Jordan, Program Mgr II	Susanne Johnston, Director, Finance & Business Operations
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Akii Jordan, Program Mgr II	Stephen Evans, Mgr Div Info Svcs
2	Ensuring the annual inventory was completed correctly.	Akii Jordan, Program Mgr II	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.	Akii Jordan, Program Mgr II	Stephen Evans, Mgr Div Info Svcs

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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 Svc Steven Mueller, Exec Dir Bus Ops
2	Ensuring that critical data back up occurs.	Stephen Evans, Mgr Div Info Svc Paul Chiang, Microsys Analyst 2
3	Ensuring that procedures such as password controls are followed.	Stephen Evans, Mgr Div Info Svc Paul Chiang, Microsys Analyst 2
4	Reporting of suspected security violations.	All Staff