

University Advancement - H0399  
Baseline Standards  
FY2018

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	
2	Updating the Baseline Standards Form.	Susanne Johnston, Director, Finance & Business Operations	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Zewuze Ladzekpo, ABA	Danette Spencer, 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	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Zewuze Ladzekpo, ABA	Danette Spencer, ABA
2	Ensuring the validity of travel and expense reimbursements.	Zewuze Ladzekpo, ABA	Danette Spencer, ABA
3	Ensuring that goods and services are received and that timely payment is made.		
	<i>Advancement / Gift Management</i>	Lisa Haywood, Admin Asst	
	<i>Advancement / Alumni Relations</i>	Michelle Raffety, Admin Asst	
	<i>Advancement / Development</i>	Nicole James, Admin Asst	Marilyn Washington, Fin Coord I
	<i>Advancement / Corporate &amp; Foundation Relations</i>	Angela Cowins, Exec Admin Asst	
	<i>Advancement / Annual Giving</i>	Jacqueline Johnson, Admin Asst	
	<i>Advancement / Planned Giving</i>	Pam Thomas-Hill, Admin Asst	
	<i>Advancement / Business Ops - Reporting - HR</i>	Anneka Roberson, Admin Asst	Akii Jordan, Program Dir I
	<i>Advancement / Principal Gifts</i>	Alyssa Vazquez, Dev Coord II	Jennifer Harding, Dev Officer I
	<i>Advancement / Campaign Strategic Initiatives</i>	Shanta Hamilton, Admin Asst	LaCresha Lamb, Dir Donor & Alumni Events
4	Ensuring correct account coding on purchases documents.	Zewuze Ladzekpo, ABA	Danette Spencer, ABA
5	Primary contact for inquiries to expenditure transactions.		
	<i>Advancement / Gift Management</i>	Lisa Haywood, Admin Asst	
	<i>Advancement / Alumni Relations</i>	Michelle Raffety, Admin Asst	
	<i>Advancement / Development</i>	Nicole James, Admin Asst	Marilyn Washington, Fin Coord I

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	<i>Advancement / Corporate &amp; Foundation Relations</i>	Angela Cowins, Exec Admin Asst	
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	<i>Advancement / Campaign Strategic Initiatives</i>	Shanta Hamilton, Admin Asst	LaCresha Lamb, Dir Donor & Alumni Events
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Annette Gay, DBA	
2	Reconciling bi-weekly leave accruals to the HR System.	Annette Gay, DBA	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Annette Gay, DBA	
4	Ensuring all monthly leave is recorded and approved in the HR System.	Annette Gay, DBA	
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Annette Gay, DBA	
6	Completing termination clearance procedures.	Annette Gay, DBA	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Annette Gay, DBA	
8	Paycheck distribution.	Annette Gay, DBA	
9	Maintaining departmental Personnel files.	Annette Gay, DBA	
10	Ensuring valid authorization of new hires.	Annette Gay, DBA	
11	Ensuring valid authorization of changes in compensation rates.	Annette Gay, DBA	
12	Ensuring the accurate input of changes to the HR System.	Annette Gay, DBA	
13	Propriety of leave account classification on time records.	Annette Gay, DBA	
14	Consistent and efficient responses to inquiries.	Annette Gay, DBA	
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.		
	<i>Advancement / Gift Management</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Donna Smith, Gift Processor II
	<i>Advancement / Alumni Relations</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Donna Smith, Gift Processor II
	<i>Advancement / Development</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Donna Smith, Gift Processor II
	<i>Advancement / Corporate &amp; Foundation Relations</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Donna Smith, Gift Processor II

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	<i>Advancement / Annual Giving</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Donna Smith, Gift Processor II
	<i>Advancement / Planned Giving</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Donna Smith, Gift Processor II
	<i>Advancement / Business Ops - Reporting - HR</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Donna Smith, Gift Processor II
	<i>Advancement / Principal Gifts</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Donna Smith, Gift Processor II
	<i>Advancement / Campaign Strategic Initiatives</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Donna Smith, Gift Processor II
2	Reconciling cash, checks, etc. to receipts.	Linda Lee, Gift Processor II	Mindy MacArthur, Gift Processor II
3	Preparing deposits.		
	<i>Advancement / Gift Management</i>	Donna Smith, Gift Processor II	Linda Lee, Gift Processor II
	<i>Advancement / Alumni Relations</i>	Donna Smith, Gift Processor II	Linda Lee, Gift Processor II
	<i>Advancement / Development</i>	Donna Smith, Gift Processor II	Linda Lee, Gift Processor II
	<i>Advancement / Corporate &amp; Foundation Relations</i>	Donna Smith, Gift Processor II	Linda Lee, Gift Processor II
	<i>Advancement / Annual Giving</i>	Donna Smith, Gift Processor II	Linda Lee, Gift Processor II
	<i>Advancement / Planned Giving</i>	Donna Smith, Gift Processor II	Linda Lee, Gift Processor II
	<i>Advancement / Business Ops - Reporting - HR</i>	Donna Smith, Gift Processor II	Linda Lee, Gift Processor II
	<i>Advancement / Principal Gifts</i>	Donna Smith, Gift Processor II	Linda Lee, Gift Processor II
	<i>Advancement / Campaign Strategic Initiatives</i>	Donna Smith, Gift Processor II	Linda Lee, Gift Processor II
4	Preparing Journal Entries.		
	<i>Advancement / Gift Management</i>	Donna Smith, Gift Processor II	Linda Lee, Gift Processor II
	<i>Advancement / Alumni Relations</i>	Donna Smith, Gift Processor II	Linda Lee, Gift Processor II
	<i>Advancement / Development</i>	Donna Smith, Gift Processor II	Linda Lee, Gift Processor II
	<i>Advancement / Corporate &amp; Foundation Relations</i>	Donna Smith, Gift Processor II	Linda Lee, Gift Processor II
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	<i>Advancement / Principal Gifts</i>	Donna Smith, Gift Processor II	Linda Lee, Gift Processor II
	<i>Advancement / Campaign Strategic Initiatives</i>	Donna Smith, Gift Processor II	Linda Lee, Gift Processor II
5	Verifying deposits posted correctly in the Finance System.	Linda Lee, Gift Processor II	Mindy MacArthur, Gift Processor II

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6	Adequacy of physical safeguards.	Sandra Wilkerson, Dir Gift Processing & Records	Ronnie Calhoun, Mgr Gift Processing & Records
7	Transporting deposits to Student Financial Services.	UHPD	
8	Ensuring deposits are made timely.		
	<i>Advancement / Gift Management</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Sandra Wilkerson, Dir Gift Processing & Records
	<i>Advancement / Alumni Relations</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Sandra Wilkerson, Dir Gift Processing & Records
	<i>Advancement / Development</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Sandra Wilkerson, Dir Gift Processing & Records
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	<i>Advancement / Campaign Strategic Initiatives</i>	Ronnie Calhoun, Mgr Gift Processing & Records	Sandra Wilkerson, Dir Gift Processing & Records
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Shatera Armstrong, Training Mgr	Susanne Johnston, Director, Finance & Business Operations
10	Updating Cash Handling Procedures as needed.	Sandra Wilkerson, Dir Gift Processing & Records	Ronnie Calhoun, Mgr Gift Processing & Records
11	Distribution of Cash Handling Procedures to employees who handle cash.	Ronnie Calhoun, Mgr Gift Processing & Records	Sandra Wilkerson, Dir Gift Processing & Records
12	Consistent and efficient responses to inquiries.	Ronnie Calhoun, Mgr Gift Processing & Records	Sandra Wilkerson, Dir Gift Processing & Records
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	Nancy Aguero, Program Mgr II	
2	Ensuring petty cash disbursements are not for more than \$100.	Nancy Aguero, Program Mgr II	
3	Ensuring petty cash disbursements are made for only authorized purposes.	Nancy Aguero, Program Mgr II	
4	Approving petty cash disbursements.	Nancy Aguero, Program Mgr II	
5	Replenishing the petty cash fund timely.	Nancy Aguero, Program Mgr II	
6	Ensuring the petty cash fund is balanced after each disbursement.	Nancy Aguero, Program Mgr II	
<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>			

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1	Ensuring departmental personnel comply with contract administration policies/procedures.	Akiia Jordan, Program Mgr II	Steve Mueller, Executive Director, Business Operations
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Akiia Jordan, Program Mgr II	Stephen Evans, Mgr Div Info Svcs
2	Ensuring the annual inventory was completed correctly.	Akiia 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.	Akiia Jordan, Program Mgr II	Stephen Evans, Mgr Div Info Svcs
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Annette Gay, DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Annette Gay, DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	
<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit - <i>Alumni Relations</i>	Kristin Burch, Exec Dir, Alumni Relations	Mike Pede, AVP Alumni Relations
2	Billing - <i>Alumni Relations</i>	Kristin Burch, Exec Dir, Alumni Relations	Karen Mapp, ABA
3	Collection - <i>Alumni Relations</i>	Kristin Burch, Exec Dir, Alumni Relations	
4	Recording - <i>Alumni Relations</i>	Kristin Burch, Exec Dir, Alumni Relations	Vanessa Pham, Accountant IV
5	Monitoring credit extended - <i>Alumni Relations</i>	Kristin Burch, Exec Dir, Alumni Relations	
6	Approving write-offs - <i>Alumni Relations</i>	Steve Mueller, Exec Dir Bus Ops	Executive Board Members
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Susanne Johnston, Director, Finance & Business Operations	
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Stephen Evans, Mgr Div Info Svcs	
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	