

Department Names - University Advancement (H0399)  
Baseline Standards  
FY 2019

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 & Danette Spencer, ABA-Finance	
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 & Danette Spencer, ABA-Finance	
2	Ensuring the validity of travel and expense reimbursements.	Zewuze Ladzekpo & Danette Spencer, ABA-Finance	
3	Ensuring that goods and services are received and that timely payment is made.		
	<i>UA - Strategic Initiatives</i>	Rena Bello, Admin Asst	
	<i>UA - Alumni Relations</i>	Anneka Roberson, Exec Admin Asst	
	<i>UA - Development</i>	Allison Masaki, Admin Asst	Vivian McKelvey, Admin Asst
	<i>UA - VC/VP</i>	Vanessa Armstrong, Admin Asst	Andrea Murcia, Admin Asst
	<i>UA - Principal Gifts</i>	Shanica Dowell, Exec Admin Asst	
	<i>UA - Gift Management &amp; Gift Processing</i>	Lisa Haywood, Coord	
	<i>UA - Business Ops</i>	Michelle Raffety, Exec Admin Asst	Akiia Jordan, Director, Logistics
4	Ensuring correct account coding on purchases documents.	Zewuze Ladzekpo & Danette Spencer, ABA-Finance	
5	Primary contact for inquiries to expenditure transactions.	Same as in #3 above	
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Annette Gay, DBA	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Annette Gay, DBA	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Annette Gay, DBA	
4	Completing termination clearance procedures.	Annette Gay, DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Annette Gay, DBA	

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6 Maintaining departmental Personnel files.	Annette Gay, DBA	
7 Ensuring valid authorization of new hires.	Annette Gay, DBA	
8 Ensuring valid authorization of changes in compensation rates.	Annette Gay, DBA	
9 Ensuring the accurate input of changes to the HR System.	Annette Gay, DBA	
10 Consistent and efficient responses to inquiries.	Annette Gay, DBA	Laurie Pinto, HR Business Partner
<b>CASH HANDLING</b>		
1 Collecting cash, checks, etc.		
<i>Corporate &amp; Foundation Relations</i>	Vivian McKelvey, Admin Asst	All Gift Processor II: Donna Smith, Mindy MacArthur, Karen Molilva, Kemelya Moore, Thu-Van Nguyen, Cynthia Tilford, Barbara Moore
<i>Constituent &amp; College Development</i>	Russell Dunlavy & Mark Putnam, Asst VP of University Advancement	All Gift Processor II: Donna Smith, Mindy MacArthur, Karen Molilva, Kemelya Moore, Thu-Van Nguyen, Cynthia Tilford, Barbara Moore
<i>Annual Giving</i>	Sophia James, Director, Annual Giving	All Gift Processor II: Donna Smith, Mindy MacArthur, Karen Molilva, Kemelya Moore, Thu-Van Nguyen, Cynthia Tilford, Barbara Moore
<i>Gift Planning</i>	Pam Thomas-Hill, Admin Asst	All Gift Processor II: Donna Smith, Mindy MacArthur, Karen Molilva, Kemelya Moore, Thu-Van Nguyen, Cynthia Tilford, Barbara Moore
<i>Development and All other UA Depts</i>	Ronnie Calhoun, Manager of Gift Processing & Records	All Gift Processor II: Donna Smith, Mindy MacArthur, Karen Molilva, Kemelya Moore, Thu-Van Nguyen, Cynthia Tilford, Barbara Moore
2 Reconciling cash, checks, etc. to receipts.	Mindy MacArthur, Gift Processor II	Thu-Van Nguyen, Gift Processor II
3 Preparing deposits.	Donna Smith, Gift Processor II	All Other Gift Processor II: Mindy MacArthur, Karen Molilva, Kemelya Moore, Thu-Van Nguyen, Cynthia Tilford, Barbara Moore
4 Preparing Journal Entries.	Donna Smith, Gift Processor II	All Other Gift Processor II: Mindy MacArthur, Karen Molilva, Kemelya Moore, Thu-Van Nguyen, Cynthia Tilford, Barbara Moore
5 Verifying deposits posted correctly in the Finance System.	Mindy MacArthur, Gift Processor II	Thu-Van Nguyen & Cynthia Tilford, Gift Processor II
6 Adequacy of physical safeguards of cash receipts and equivalent.	Sandra Wilkerson, Director, Gift Processing & Records	Ronnie Calhoun, Manager, Gift Processing & Records
7 Secure deposits via UHDPS to Student Financial Services.	Ronnie Calhoun, Manager of Gift Processing & Records	Sandra Wilkerson, Director, Gift Processing & Records
8 Ensuring deposits are made timely.	Ronnie Calhoun, Manager of Gift Processing & Records	Sandra Wilkerson, Director, Gift Processing & Records

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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	Annette Gay, DBA
10 Updating Cash Handling Procedures as needed.	Sandra Wilkerson, Director, Gift Processing & Records	Ronnie Calhoun, Manager, Gift Processing & Records
11 Distribution of Cash Handling Procedures to employees who handle cash.	Ronnie Calhoun, Manager of Gift Processing & Records	Sandra Wilkerson, Director, Gift Processing & Records
12 Consistent and efficient responses to inquiries.	Ronnie Calhoun, Manager of Gift Processing & Records	Sandra Wilkerson, Director, Gift Processing & Records
<b>PETTY CASH</b>		
1 Preparing petty cash disbursements.	Jeanette Trevino, Admin Asst	
2 Ensuring petty cash disbursements are not for more than \$100.	Jeanette Trevino, Admin Asst	
3 Ensuring petty cash disbursements are made for only authorized purposes.	Jeanette Trevino, Admin Asst	
4 Approving petty cash disbursements.	Jeanette Trevino, Admin Asst	
5 Replenishing the petty cash fund timely.	Jeanette Trevino, Admin Asst	
6 Ensuring the petty cash fund is balanced after each disbursement.	Jeanette Trevino, Admin Asst	Zewuze Ladzekpo, ABA-Finance
<b>CONTRACT ADMINISTRATION</b>		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Akiia Jordan, Director, Logistics	
<b>PROPERTY MANAGEMENT</b>		
1 Performing the annual inventory.	Akiia Jordan, Director, Logistics	
2 Ensuring the annual inventory was completed correctly.	Akiia Jordan, Director, Logistics	
3 Tagging equipment.	Paul Chiang, Microsys Analyst 2	
4 Approving requests for removal of equipment from campus.	Akiia Jordan, Director, Logistics	
<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.	NA	
<b>ACCOUNTS RECEIVABLE</b>		
1 Extending of credit.	NA	
2 Billing.	NA	

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3 Collection.	NA	
4 Recording.	NA	
5 Monitoring credit extended.	NA	
6 Approving write-offs.	NA	
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	
2 Ensuring that research expenditures are covered by funds from sponsors.	NA	
DEPARTMENTAL COMPUTING		
1 Management of the departments' information technology resources.	Stephen Evans, Director, Info Systems	
2 Ensuring that critical data back up occurs.	Stephen Evans, Director, Info Systems	
3 Ensuring that procedures such as password controls are followed.	Stephen Evans, Director, Info Systems	
4 Reporting of suspected security violations.	Stephen Evans, Director, Info Systems	