

Financial Reporting
FY10 Baseline Standards

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.	Nakia Harrison/Administrative Assistant	David Ellis/Executive Director <u>Financial Reporting</u>
2	Updating the Baseline Standards Form.	Nakia Harrison/Administrative Assistant	David Ellis/Executive Director <u>Financial Reporting</u>
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Nakia Harrison/Administrative Assistant	
2	Reviewing cost center verifications.	David Ellis/Executive Director <u>Financial Reporting</u>	
3	Approving cost center verifications.	David Ellis/Executive Director <u>Financial Reporting</u>	
4	Ensuring all cost centers are verified/approved on a timely basis.	David Ellis/Executive Director <u>Financial Reporting</u>	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	David Ellis/Executive Director <u>Financial Reporting</u>	
2	Ensuring the validity of travel and expense reimbursements.	David Ellis/Executive Director <u>Financial Reporting</u>	
3	Ensuring that goods and services are received and that timely payment is made.	Nakia Harrison/Administrative Assistant	
4	Ensuring correct account coding on purchases documents.	Nakia Harrison/Administrative Assistant	David Ellis/Executive Director <u>Financial Reporting</u>
5	Primary contact for inquiries to expenditure transactions.	Nakia Harrison/Administrative Assistant	David Ellis/Executive Director <u>Financial Reporting</u>
PAYROLL / HUMAN RESOURCES			
1	Reconciling leave records to time and effort reports.	Nakia Harrison/Administrative Assistant	
2	Reconciling leave accruals to the payroll system.	Nakia Harrison/Administrative Assistant	
3	Ensuring all time and effort reports are submitted to Payroll.	Nakia Harrison/Administrative Assistant	
4	Reconciling time and effort reports to check registers.	Nakia Harrison/Administrative Assistant	
5	Completing termination clearance procedures.	Nakia Harrison/Administrative Assistant	
6	Ensuring terminated employees are no longer charged to departmental cost centers.	Nakia Harrison/Administrative Assistant	
7	Paycheck distribution.	Nakia Harrison/Administrative Assistant	Carole Bohnert, Financial Analyst
8	Maintaining departmental Personnel files	Nakia Harrison/Administrative Assistant	
9	Ensuring valid authorization of new hires.	Nakia Harrison/Administrative Assistant	TaShawna Wilson/Department <u>Business Administrator</u>
10	Ensuring valid authorization of changes in compensation rates.	Nakia Harrison/Administrative Assistant	TaShawna Wilson/Department <u>Business Administrator</u>
11	Ensuring the accurate input of changes to the payroll system.	Nakia Harrison/Administrative Assistant	TaShawna Wilson/Department <u>Business Administrator</u>
12	Propriety of leave account classification on time records.	Nakia Harrison/Administrative Assistant	
13	Consistent and efficient responses to inquiries.	Nakia Harrison/Administrative Assistant	
CASH HANDLING			
1	Collecting cash, checks, etc.	N/A	
2	Reconciling cash, checks, etc. to receipts.	N/A	

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3 Preparing deposits.	N/A	
4 Preparing Journal Entries.	Nakia Harrison/Administrative Assistant	
5 Verifying deposits to the financial system.	N/A	
6 Adequacy of physical safeguards.	N/A	
7 Transporting deposits to Student Financial Services.	N/A	
8 Ensuring deposits are made timely.	N/A	
9 Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	N/A	N/A
10 Updating Cash Handling Procedures as needed.	N/A	N/A
11 Consistent and efficient responses to inquiries.	N/A	
PETTY CASH		
1 Preparing petty cash disbursements.	NA	
2 Ensuring petty cash disbursements are not for more than \$100.	NA	
3 Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4 Approving petty cash disbursements.	NA	
5 Replenishing the petty cash fund timely.	NA	
6 Ensuring the petty cash fund is balanced after each disbursement.	NA	
LONG DISTANCE / CELL PHONE CHARGES		
1 Forwarding employees long distance and cell phone charge reports.	Nakia Harrison/Administrative Assistant	
2 Ensuring employees review their long distance and/or cell phone charge reports.	Nakia Harrison/Administrative Assistant	
3 Ensuring personal calls are reimbursed within 10 days from the billing date.	Nakia Harrison/Administrative Assistant	
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Nakia Harrison/Administrative Assistant	TaShawna Wilson/Department Business Administrator
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Nakia Harrison/Administrative Assistant	Henry Pham/Microsystems Analyst
2 Ensuring the annual inventory was completed correctly.	Nakia Harrison/Administrative Assistant	David Ellis/Executive Director Financial Reporting
3 Tagging equipment.	Henry Pham/Microsystems Analyst	
4 Approving requests for removal of equipment from campus.	Nakia Harrison/Administrative Assistant	David Ellis/Executive Director Financial Reporting
DISCLOSURE FORMS		
1 Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	Nakia Harrison/Administrative Assistant	
2 Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	Nakia Harrison/Administrative Assistant	
3 Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	N/A	

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups have positive fund equity at year-end.	Nakia Harrison/Administrative Assistant	David Ellis/Executive Director Financial Reporting
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	NA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Henry Pham/Microsystems Analyst	Catherine Chan/Director Financial Computing Systems
2	Ensuring that critical data back up occurs.	Henry Pham/Microsystems Analyst	Catherine Chan/Director Financial Computing Systems
3	Ensuring that procedures such as password controls are followed.	Henry Pham/Microsystems Analyst	Catherine Chan/Director Financial Computing Systems
4	Reporting of suspected security violations.	Henry Pham/Microsystems Analyst	Catherine Chan/Director Financial Computing Systems