

Student Financial Services
Baseline Standards FY10

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.	Gene Gillis/Bursar	Nancy Tran/Asst. Director
2	Updating the Baseline Standards Form.	Gene Gillis/Bursar	Nancy Tran/Asst. Director
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Nancy Tran/Asst. Director	Gene Gillis/Bursar
2	Reviewing cost center verifications.	Nancy Tran/Asst. Director	Gene Gillis/Bursar
3	Approving cost center verifications.	Nancy Tran/Asst. Director	Gene Gillis/Bursar
4	Ensuring all cost centers are verified/approved on a timely basis.	Nancy Tran/Asst. Director	Gene Gillis/Bursar
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Nancy Tran/Asst. Director	LaToya Thomas/Office Asst 2
2	Ensuring the validity of travel and expense reimbursements.	Nancy Tran/Asst. Director	LaToya Thomas/Office Asst 2
3	Ensuring that goods and services are received and that timely payment is made.	LaToya Thomas/Office Asst 2	Nancy Tran/Asst. Director
4	Ensuring correct account coding on purchases documents.	Nancy Tran/Asst. Director	LaToya Thomas/Office Asst 2
5	Primary contact for inquiries to expenditure transactions.	Nancy Tran/Asst. Director	LaToya Thomas/Office Asst 2
PAYROLL / HUMAN RESOURCES			
1	Reconciling leave records to time and effort reports.	LaToya Thomas/Office Asst 2	Nancy Tran/Asst. Director
2	Reconciling leave accruals to the payroll system.	LaToya Thomas/Office Asst 2	Nancy Tran/Asst. Director
3	Ensuring all time and effort reports are submitted to Payroll.	LaToya Thomas/Office Asst 2	Nancy Tran/Asst. Director
4	Reconciling time and effort reports to check registers.	LaToya Thomas/Office Asst 2	Nancy Tran/Asst. Director
5	Completing termination clearance procedures.	LaToya Thomas/Office Asst 2	Nancy Tran/Asst. Director
6	Ensuring terminated employees are no longer charged to departmental cost centers.	LaToya Thomas/Office Asst 2	Nancy Tran/Asst. Director
7	Paycheck distribution.	LaToya Thomas/Office Asst 2	Nancy Tran/Asst. Director
8	Maintaining departmental Personnel files	LaToya Thomas/Office Asst 2	Nancy Tran/Asst. Director
9	Ensuring valid authorization of new hires.	LaToya Thomas/Office Asst 2	Nancy Tran/Asst. Director
10	Ensuring valid authorization of changes in compensation rates.	LaToya Thomas/Office Asst 2	Nancy Tran/Asst. Director
11	Ensuring the accurate input of changes to the payroll system.	LaToya Thomas/Office Asst 2	Nancy Tran/Asst. Director
12	Propriety of leave account classification on time records.	LaToya Thomas/Office Asst 2	Nancy Tran/Asst. Director
13	Consistent and efficient responses to inquiries.	LaToya Thomas/Office Asst 2	Nancy Tran/Asst. Director
CASH HANDLING			
1	Collecting cash, checks, etc.	Cashier staffs - Erlinda Meza, Virginia Hernandez, Christie Castillo and Robin Taylor	Financial Assistant- Melissa Villarreal, Thelma Hightower-Jackson; Thu Van; Latoya Thomas

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2	Reconciling cash, checks, etc. to receipts.	Rita Stubblefield/Financial Asst.	Financial Asst.: Thu Van, Melissa Villarreal
3	Preparing deposits.	Financial Asst.: Rita Stubblefield	Melissa Villarreal/Financial Asst.; Thu Van
4	Preparing Journal Entries.	Rita Stubblefield, Thu Van, Melissa Villarreal, Erlinda Meza	Financial Asst.: Mary Volcy, Thu Van
5	Verifying deposits to the financial system.	Financial Asst: Thelma Hightower-Jackson, Thu Van	Rita Stubblefield, Melissa Villarreal, Nancy Tran, Gene Gillis
6	Adequacy of physical safeguards.	Financial Asst.: Thelma Hightower-Jackson	Nancy Tran/Asst. Director
7	Transporting deposits to Student Financial Services.	N/A	N/A
8	Ensuring deposits are made timely.	Nancy Tran/Asst. Director	Gene Gillis/Bursar
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	Erlinda Meza/Cash Supervisor	Nancy Tran/Asst. Director
10	Updating Cash Handling Procedures as needed.	Nancy Tran/Asst. Director	Gene Gillis/Bursar
11	Consistent and efficient responses to inquiries.	Nancy Tran/Asst. Director	Gene Gillis/Bursar
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
LONG DISTANCE / CELL PHONE CHARGES			
1	Forwarding employees long distance and cell phone charge reports.	Erlinda Meza/Cash Supervisor	Nancy Tran/Asst. Director
2	Ensuring employees review their long distance and/or cell phone charge reports.	Erlinda Meza/Cash Supervisor	Nancy Tran/Asst. Director
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Erlinda Meza/Cash Supervisor	Nancy Tran/Asst. Director
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Gene Gillis/Bursar	Nancy Tran/Asst. Director
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	LaToya Thomas/Office Asst 2	Christopher Durham/Appltn Dvlp 3
2	Ensuring the annual inventory was completed correctly.	LaToya Thomas/Office Asst 2	Christopher Durham/Appltn Dvlp 3
3	Tagging equipment.	LaToya Thomas/Office Asst 2	Christopher Durham/Appltn Dvlp 3
4	Approving requests for removal of equipment from campus.	Gene Gillis/Bursar	Nancy Tran/Asst. Director
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	LaToya Thomas/Office Asst 2	Nancy Tran/Asst. Director
2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	LaToya Thomas/Office Asst 2	Nancy Tran/Asst. Director

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3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	LaToya Thomas/Office Asst 2	Nancy Tran/Asst. Director
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	Cheryl Agson-Johnson/Cltn Supervisor, Collector: Pearlie Cash, Margaret Gipson, Marie Cannon E. J. Smith	Cheryl Agson-Johnson/Cltn Supervisor, Collector: Pearlie Cash, Margaret Gipson, Marie Cannon E. J. Smith
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups have positive fund equity at year-end.	Nancy Tran/Asst. Director	Gene Gillis/Bursar
2	Ensuring that research expenditures are covered by funds from sponsors.	Nancy Tran/Asst. Director	Gene Gillis/Bursar
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Christopher Durham/Appltn Dvlp 3	Gene Gillis/Bursar
2	Ensuring that critical data back up occurs.	Christopher Durham/Appltn Dvlp 3	Gene Gillis/Bursar
3	Ensuring that procedures such as password controls are followed.	Christopher Durham/Appltn Dvlp 3	Gene Gillis/Bursar
4	Reporting of suspected security violations.	Christopher Durham/Appltn Dvlp 3	Gene Gillis/Bursar