Leadership Change
Baseline Standards
FY 2012

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Marsha Christ, College Business Administrator	
2	Updating the Baseline Standards Form.	Marsha Christ, CBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Yolanda Williams, Financial Coordinator 1	Marsha Christ, CBA
2	Reviewing cost center verifications.	Jean Latting, Professor-VMOE	
3	Approving cost center verifications.	Jean Latting, Professor-VMOE	
4	Ensuring all cost centers are verified/approved on a timely basis.	Marsha Christ, CBA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Marsha Christ, CBA	
2	Ensuring the validity of travel and expense reimbursements.	Marsha Christ, CBA	
3	Ensuring that goods and services are received and that timely payment is made.	Yolanda Williams, Financial Coordinator 1; TaSharra Gates, Financial Asst 1	Marsha Christ, CBA
4	Ensuring correct account coding on purchases documents.	Marsha Christ, CBA	
5	Primary contact for inquiries to expenditure transactions.	Marsha Christ, CBA	
PAYROLL / HUMAN RESOURCES			
1	Reconciling leave records to time and effort reports.	Yolanda Williams, Fin Coord 1	Marsha Christ, CBA
2	Reconciling leave accruals to the payroll system.	Yolanda Williams, Fin Coord 1	TaSharra Gates, Financial Asst 1
3	Ensuring all time and effort reports are submitted to Payroll.	Yolanda Williams, Fin Coord 1; Marsha Christ, CBA	
4	Reconciling time and effort reports to check registers.	Yolanda Williams, Fin Coord 1	Marsha Christ, CBA
5	Completing termination clearance procedures.	Yolanda Williams, Fin Coord 1	Marsha Christ, CBA
6	Ensuring terminated employees are no longer charged to departmental cost centers.	Marsha Christ, CBA	
7	Paycheck distribution.	Yolanda Williams, Fin Coord 1	
8	Maintaining departmental personnel files	Yolanda Williams, Fin Coord 1	TaSharra Gates, Financial Asst 1
9	Ensuring valid authorization of new hires.	Marsha Christ, CBA	
10	Ensuring valid authorization of changes in compensation rates.	Marsha Christ, CBA	
11	Ensuring the accurate input of changes to the payroll system.	Marsha Christ, CBA	
12	Propriety of leave account classification on time records.	Yolanda Williams, Fin Coord 1; Marsha Christ, CBA	
13	Consistent and efficient responses to inquiries.	Marsha Christ, CBA	
CASH HANDLING			
1	Collecting cash, checks, etc.	Sonia Ewing, Administrative Assistant; Connie Loyd, Director of Development	
2	Reconciling cash, checks, etc. to receipts.	TaSharra Gates, Financial Asst 1	Marsha Christ, CBA

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3	Preparing deposits.	TaSharra Gates, Financial Asst 1	Yolanda Williams, Fin Coord 1
4	Preparing Journal Entries.	TaSharra Gates, Financial Asst 1	Yolanda Williams, Fin Coord 1
5	Verifying deposits to the financial system.	Marsha Christ, CBA	
6	Adequacy of physical safeguards.	Marsha Christ, CBA	
7	Transporting deposits to Student Financial Services.	TaSharra Gates, Financial Asst 1	Yolanda Williams, Fin Coord 1
8	Ensuring deposits are made timely.	TaSharra Gates, Financial Asst 1	Yolanda Williams, Fin Coord 1
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	Marsha Christ, CBA	
10	Updating Cash Handling Procedures as needed.	Marsha Christ, CBA	
11	Consistent and efficient responses to inquiries.	Marsha Christ, CBA	
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 / CELL PHONE CHARGES			
1	Forwarding employees long distance and cell phone charge reports.	Yolanda Williams, Fin Coord 1	
2	Ensuring employees review their long distance and/or cell phone charge reports.	Yolanda Williams, Fin Coord 1	
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Yolanda Williams, Fin Coord 1	Marsha Christ, CBA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Lisa Martinez, Research Administrator	Marsha Christ, CBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	David Nguyen, User Services Specialist 2	Paul Raffoul, Associate Dean of Administration
2	Ensuring the annual inventory was completed correctly.	Paul Raffoul, Associate Dean of Administration	
3	Tagging equipment.	David Nguyen, User Services Specialist 2	Paul Raffoul, Associate Dean of Administration
4	Approving requests for removal of equipment from campus.	Paul Raffoul, Associate Dean of Administration	David Nguyen, User Services Specialist 2
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete a Related Party Disclosure Statement.	Marsha Christ, CBA	
2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting Disclosure Statement.	Marsha Christ, CBA	
3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest Disclosure Statement.	Marsha Christ, CBA	

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	Marsha Christ, CBA	
2	Billing.	Marsha Christ, CBA	
3	Collection.	Marsha Christ, CBA	
4	Recording.	Marsha Christ, CBA	
5	Monitoring credit extended.	Marsha Christ, CBA	
6	Approving write-offs.	Ira Colby, Dean	Marsha Christ, CBA
NEGATIVE BALANCES			
1	Ensuring that all fund groups have positive fund equity at year-end.	Marsha Christ, CBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Marsha Christ, CBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Paul Raffoul, Associate Dean for Administration	Ira Colby, Dean
2	Ensuring that critical data back up occurs.	David Nguyen, User Services Specialist 2	Paul Raffoul, Associate Dean for Administration
3	Ensuring that procedures such as password controls are followed.	David Nguyen, User Services Specialist 2	Paul Raffoul, Associate Dean for Administration
4	Reporting of suspected security violations.	David Nguyen, User Services Specialist 2	Paul Raffoul, Associate Dean for Administration