

Hispanic Studies  
Baseline Standards Form  
FY 2013

| 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.                | Norma V. Quinones (DBA)             |                      |
| 2  | Updating the Baseline Standards Form.   | Norma V. Quinones (DBA)             |                      |
| <b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>             |   |                                     |                      |
| 1  | Preparing cost center verifications.  | Ana Magana<br>(Office Coordinator)  |                      |
| 2  | Reviewing cost center verifications.  | Norma V. Quinones (DBA)             |                      |
| 3  | Approving cost center verifications.  | Norma V. Quinones (DBA)             |                      |
| 4  | Ensuring all cost centers are verified/approved on a timely basis.                | Isaac Davis (Asst. College Admin)   |                      |
| <b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>              |   |                                     |                      |
| 1  | Ensuring valid authorization of purchase documents.                               | Norma V. Quinones (DBA)             |                      |
| 2  | Ensuring the validity of travel and expense reimbursements.                       | Norma V. Quinones (DBA)             |                      |
| 3  | Ensuring that goods and services are received and that timely payment is made.    | Ana Magana<br>(Office Coordinator)  |                      |
| 4  | Ensuring correct account coding on purchases documents.                           | Ana Magana<br>(Office Coordinator)  |                      |
| 5  | Primary contact for inquiries to expenditure transactions.                        | Norma V. Quinones (DBA)             |                      |
| <b>PAYROLL / HUMAN RESOURCES</b>                                   |   |                                     |                      |
| 1  | Reconciling leave records to time and effort reports.                             | Norma V. Quinones (DBA)             |                      |
| 2  | Reconciling leave accruals to the payroll system.                                 | Norma V. Quinones (DBA)             |                      |
| 3  | Ensuring all time and effort reports are submitted to Payroll.                    | Ana Magana<br>(Office Coordinator)  |                      |
| 4  | Reconciling time and effort reports to check registers.                           | Norma V. Quinones (DBA)             |                      |
| 5  | Completing termination clearance procedures.                                      | Ana Magana<br>(Office Coordinator)  |                      |
| 6  | Ensuring terminated employees are no longer charged to departmental cost centers. | Norma V. Quinones (DBA)             |                      |
| 7  | Paycheck distribution.  | n/a                                 |                      |
| 8  | Maintaining departmental Personnel files  | Ana Magana<br>(Office Coordinator)  |                      |
| 9  | Ensuring valid authorization of new hires.  | Norma V. Quinones (DBA)             |                      |
| 10   | Ensuring valid authorization of changes in compensation rates.                    | Norma V. Quinones (DBA)             |                      |
| 11   | Ensuring the accurate input of changes to the payroll system.                     | Norma V. Quinones (DBA)             |                      |
| 12   | Propriety of leave account classification on time records.                        | Norma V. Quinones (DBA)             |                      |
| 13   | Consistent and efficient responses to inquiries.                                  | Norma V. Quinones (DBA)             |                      |
| <b>CASH HANDLING</b>   |   |                                     |                      |
| 1  | Collecting cash, checks, etc.   | Debra Frazier<br>(Academic Advisor) |                      |
| 2  | Reconciling cash, checks, etc. to receipts.                                       | Ana Magana<br>(Office Coordinator)  |                      |

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| 3 Preparing deposits.  | Ana Magana<br>(Office Coordinator)               |                      |
| 4 Preparing Journal Entries.   | Ana Magana<br>(Office Coordinator)               |                      |
| 5 Verifying deposits to the financial system.  | Ana Magana<br>(Office Coordinator)               |                      |
| 6 Adequacy of physical safeguards.   | Ana Magana<br>(Office Coordinator)               |                      |
| 7 Transporting deposits to Student Financial Services.   | Campus Police                                    |                      |
| 8 Ensuring deposits are made timely.   | Norma V. Quinones (DBA)                          |                      |
| 9 Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.               | Norma V. Quinones (DBA)                          |                      |
| 10 Updating Cash Handling Procedures as needed.  | Norma V. Quinones (DBA)                          |                      |
| 11 Consistent and efficient responses to inquiries.  | Norma V. Quinones (DBA)                          |                      |
| <b>PETTY CASH</b>  |  |                      |
| 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  |                      |
| <b>LONG DISTANCE / CELL PHONE CHARGES</b>  |  |                      |
| 1 Forwarding employees long distance and cell phone charge reports.  | Ana Magana<br>(Office Coordinator)               |                      |
| 2 Ensuring employees review their long distance and/or cell phone charge reports.                                  | Ana Magana<br>(Office Coordinator)               |                      |
| 3 Ensuring personal calls are reimbursed within 10 days from the billing date.                                     | Ana Magana<br>(Office Coordinator)               |                      |
| <b>CONTRACT ADMINISTRATION</b>   |  |                      |
| 1 Ensuring departmental personnel comply with contract administration policies/procedures.                         | Norma V. Quinones (DBA)                          |                      |
| <b>PROPERTY MANAGEMENT</b>   |  |                      |
| 1 Performing the annual inventory.   | Joint Effort with the DBA and Office Coordinator |                      |
| 2 Ensuring the annual inventory was completed correctly.   | Norma V. Quinones (DBA)                          |                      |
| 3 Tagging equipment.   | Joint Effort with the DBA and Office Coordinator |                      |
| 4 Approving requests for removal of equipment from campus.   | Norma V. Quinones (DBA)                          |                      |
| <b>DISCLOSURE FORMS</b>  |  |                      |
| 1 Ensuring all employees with purchasing influence complete a Related Party disclosure statement.                  | Norma V. Quinones (DBA)                          |                      |
| 2 Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.              | Norma V. Quinones (DBA)                          |                      |
| 3 Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement. | Norma V. Quinones (DBA)                          |                      |

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| ACCOUNTS RECEIVABLE           |   |                                    |                      |
| 1                             | Extending of credit.  | N/A                                |                      |
| 2                             | Billing.  | N/A                                |                      |
| 3                             | Collection.   | N/A                                |                      |
| 4                             | Recording.  | N/A                                |                      |
| 5                             | Monitoring credit extended.   | N/A                                |                      |
| 6                             | Approving write-offs.   | N/A                                |                      |
| NEGATIVE BALANCES             |   |                                    |                      |
| 1                             | Ensuring that all fund groups have positive fund equity at year-end.    | Norma V. Quinones (DBA)            |                      |
| 2                             | Ensuring that research expenditures are covered by funds from sponsors. | Norma V. Quinones (DBA)            |                      |
| DEPARTMENTAL COMPUTING        |   |                                    |                      |
| 1                             | Management of the departments' information technology resources.        | Norma V. Quinones (DBA)            |                      |
| 2                             | Ensuring that critical data back up occurs.                             | Norma V. Quinones (DBA)            |                      |
| 3                             | Ensuring that procedures such as password controls are followed.        | Norma V. Quinones (DBA)            |                      |
| 4                             | Reporting of suspected security violations.                             | Norma V. Quinones (DBA)            |                      |