

Political Science
Baseline Standards FY13

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.	Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1
2	Updating the Baseline Standards Form.	Asst Business Administrator (Vacant)	Exec Director, College Business Operations (Andrea Short)
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1
2	Reviewing cost center verifications.	Susan Scarrow/Chair	
3	Approving cost center verifications.	Susan Scarrow/Chair	
4	Ensuring all cost centers are verified/approved on a timely basis.	Angela Parrish/DBA	Exec Director, College Business Operations (Andrea Short)
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1
2	Ensuring the validity of travel and expense reimbursements.	Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1
3	Ensuring that goods and services are received and that timely payment is made.	Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1
4	Ensuring correct account coding on purchases documents.	Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1
5	Primary contact for inquiries to expenditure transactions.	Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Natashia Craft/Coord, Fin 1	Asst Business Administrator (Vacant)
2	Reconciling bi-weekly leave accruals to the HR System.	Natashia Craft/Coord, Fin 1	Asst Business Administrator (Vacant)
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Natashia Craft/Coord, Fin 1	Asst Business Administrator (Vacant)
4	Ensuring all monthly leave is recorded and approved in the HR System.	Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1
6	Completing termination clearance procedures.	Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1
8	Paycheck distribution.	Natashia Craft/Coord, Fin 1	Asst Business Administrator (Vacant)
9	Maintaining departmental Personnel files.	Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1
10	Ensuring valid authorization of new hires.	Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1
11	Ensuring valid authorization of changes in compensation rates.	Asst Business Administrator (Vacant)	College Business Admin (Mary Duncan)
12	Ensuring the accurate input of changes to the HR System.	Asst Business Administrator (Vacant)	College Business Admin (Mary Duncan)
13	Propriety of leave account classification on time records.	Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1
14	Consistent and efficient responses to inquiries.	Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1
CASH HANDLING			

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1	Collecting cash, checks, etc.	Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1
2	Reconciling cash, checks, etc. to receipts.	Asst Business Administrator (Vacant)	Isaac Davis/Asst Bus Admin-Fin
3	Preparing deposits.	Asst Business Administrator (Vacant)	Isaac Davis/Asst Bus Admin-Fin
4	Preparing Journal Entries.	Asst Business Administrator (Vacant)	Isaac Davis/Asst Bus Admin-Fin
5	Verifying deposits posted correctly in the Finance System.	Asst Business Administrator (Vacant)	Isaac Davis/Asst Bus Admin-Fin
6	Adequacy of physical safeguards.	Asst Business Administrator (Vacant)	Isaac Davis/Asst Bus Admin-Fin
7	Transporting deposits to Student Financial Services.	Asst Business Administrator (Vacant)	Isaac Davis/Asst Bus Admin-Fin
8	Ensuring deposits are made timely.	Asst Business Administrator (Vacant)	Isaac Davis/Asst Bus Admin-Fin
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Asst Business Administrator (Vacant)	Isaac Davis/Asst Bus Admin-Fin
10	Updating Cash Handling Procedures as needed.	Asst Business Administrator (Vacant)	Isaac Davis/Asst Bus Admin-Fin
11	Distribution of Cash Handling Procedures to employees who handle cash.	Asst Business Administrator (Vacant)	Isaac Davis/Asst Bus Admin-Fin
12	Consistent and efficient responses to inquiries.	Asst Business Administrator (Vacant)	Isaac Davis/Asst Bus Admin-Fin
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 CHARGES			
1	Manager review of long distance charges for unusual activity.	Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Angela Parrish/DBA	Exec Director, College Business Operations (Andrea Short)
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Phuong Tran/User Serv Spec 2	
2	Ensuring the annual inventory was completed correctly.	Phuong Tran/User Serv Spec 2	Asst Business Administrator (Vacant)
3	Tagging equipment.	Phuong Tran/User Serv Spec 2	
4	Approving requests for removal of equipment from campus.	Asst Business Administrator (Vacant)	Isaac Davis/Asst Bus Admin-Fin
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1

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2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1
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 for each Dept ID have positive fund equity at year-end.	Asst Business Administrator (Vacant)	Susan Scarrow/Chair
2	Ensuring that research expenditures are covered by funds from sponsors.	Asst Business Administrator (Vacant)	Susan Scarrow/Chair
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston/CLASS IT	Phuong Tran/User Serv Spec 2
2	Ensuring that critical data back up occurs.	Frank Houston/CLASS IT	Phuong Tran/User Serv Spec 2
3	Ensuring that procedures such as password controls are followed.	Frank Houston/CLASS IT	Phuong Tran/User Serv Spec 2
4	Reporting of suspected security violations.	Frank Houston/CLASS IT	Phuong Tran/User Serv Spec 2