

Student Financial Services
Baseline Standards
FY 2013

| 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 | Rayna Thomas-Brown, Financial Coord 2 |
| 2 | Ensuring the validity of travel and expense reimbursements. | Nancy Tran/ Asst. Director | Rayna Thomas-Brown/ Financial Coord 2 |
| 3 | Ensuring that goods and services are received and that timely payment is made. | Rayna Thomas-Brown/ Financial Coord 2 | Nancy Tran/ Asst. Director |
| 4 | Ensuring correct account coding on purchases documents. | Nancy Tran, Asst. Director | Rayna Thomas-Brown/ Financial Coord 2 |
| 5 | Primary contact for inquiries to expenditure transactions. | Nancy Tran, Asst. Director | Rayna Thomas-Brown/ Financial Coord 2 |
| PAYROLL / HUMAN RESOURCES | | | |
| 1 | Reconciling approved bi-weekly leave requests to time and effort reports. | Rayna Thomas-Brown/ Financial Coord 2 | Nancy Tran/ Asst. Director |
| 2 | Reconciling bi-weekly leave accruals to the HR System. | Rayna Thomas-Brown/ Financial Coord 2 | Nancy Tran/ Asst. Director |
| 3 | Ensuring all bi-weekly time and effort reports are submitted to Payroll. | Rayna Thomas-Brown/ Financial Coord 2 | Nancy Tran/ Asst. Director |
| 4 | Ensuring all monthly leave is recorded and approved in the HR System. | Rayna Thomas-Brown/ Financial Coord 2 | Nancy Tran/ Asst. Director |
| 5 | Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports. | Rayna Thomas-Brown/ Financial Coord 2 | Nancy Tran/ Asst. Director |
| 6 | Completing termination clearance procedures. | Rayna Thomas-Brown/ Financial Coord 2 | Nancy Tran/ Asst. Director |
| 7 | Ensuring terminated employees are no longer charged to departmental cost centers. | Rayna Thomas-Brown/ Financial Coord 2 | Nancy Tran/ Asst. Director |
| 8 | Paycheck distribution. | Rayna Thomas-Brown/ Financial Coord 2 | Nancy Tran/ Asst. Director |
| 9 | Maintaining departmental Personnel files. | Rayna Thomas-Brown/ Financial Coord 2 | Nancy Tran/ Asst. Director |
| 10 | Ensuring valid authorization of new hires. | Rayna Thomas-Brown/ Financial Coord 2 | Nancy Tran/ Asst. Director |
| 11 | Ensuring valid authorization of changes in compensation rates. | Rayna Thomas-Brown/ Financial Coord 2 | Nancy Tran/ Asst. Director |
| 12 | Ensuring the accurate input of changes to the HR System. | Rayna Thomas-Brown/ Financial Coord 2 | Nancy Tran/ Asst. Director |
| 13 | Propriety of leave account classification on time records. | Rayna Thomas-Brown/ Financial Coord 2 | Nancy Tran/ Asst. Director |
| 14 | Consistent and efficient responses to inquiries. | Rayna Thomas-Brown/ Financial Coord 2 | Nancy Tran/ Asst. Director |
| CASH HANDLING | | | |

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|--|--|--|
| | Primary (Required) | Secondary (Optional) |
| 1 Collecting cash, checks, etc. | Cashier staff/Loryn Ledesma, Caleb Prestridge, Jevasia Machey | Erlinda Meza/Cash Supervisor |
| 2 Reconciling cash, checks, etc. to receipts. | Financial Coordinator 1/Mario Galvan | Erlinda Meza/Cash Supervisor |
| 3 Preparing deposits. | Financial Coordinator 1/Mario Galvan | Erlinda Meza/Cash Supervisor |
| 4 Preparing Journal Entries. | Thu Van, Melissa Villarreal, Erlinda Meza, Thelma Hightower-Jackson, Latoya Thomas, Rayna Thomas-Brown | Thu Van, Melissa Villarreal, Erlinda Meza, Thelma Hightower-Jackson, Latoya Thomas, Rayna Thomas-Brown |
| 5 Verifying deposits posted correctly in the Finance System. | Thu Van/Financial Coordinator 2 | Nancy Tran/ Asst. Director |
| 6 Adequacy of physical safeguards. | Thelma Hightower Jackson/Financial Coord 1 | Erlinda Meza/Cash Supervisor |
| 7 Transporting deposits to Student Financial Services. | N/A | N/A |
| 8 Ensuring deposits are made timely. | Thelma Hightower Jackson/Financial Coord 1 | Erlinda Meza/Cash Supervisor |
| 9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. | Nancy Tran/ Asst. Director | Gene Gillis/Bursar |
| 10 Updating Cash Handling Procedures as needed. | Nancy Tran/ Asst. Director | Gene Gillis/Bursar |
| 11 Distribution of Cash Handling Procedures to employees who handle cash. | Nancy Tran/ Asst. Director | Gene Gillis/Bursar |
| 12 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 CHARGES | | |
| 1 Manager review of long distance charges for unusual activity. | Rayna Thomas-Brown/ Financial Coord 2 | Nancy Tran/ Asst. Director |
| 2 Ensuring personal calls are reimbursed within 10 days from the billing date. | Rayna Thomas-Brown/ Financial Coord 2 | Nancy Tran/ Asst. Director |
| CONTRACT ADMINISTRATION | | |
| 1 Ensuring departmental personnel comply with contract administration policies/procedures. | Nancy Tran/ Asst. Director | Gene Gillis/Bursar |
| PROPERTY MANAGEMENT | | |
| 1 Performing the annual inventory. | Rayna Thomas-Brown/ Financial Coord 2 | Christopher Durham/ Appl Dvlp 3 |
| 2 Ensuring the annual inventory was completed correctly. | Rayna Thomas-Brown/ Financial Coord 2 | Christopher Durham/ Appl Dvlp 3 |
| 3 Tagging equipment. | Rayna Thomas-Brown/ Financial Coord 2 | Christopher Durham/ Appl Dvlp 3 |
| 4 Approving requests for removal of equipment from campus. | Gene Gillis/Bursar | Nancy Tran/ Asst. Director |

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| DISCLOSURE FORMS | | | |
| 1 | Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. | Rayna Thomas-Brown/ Financial Coord 2 | Nancy Tran/ Asst. Director |
| 2 | Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online. | Rayna Thomas-Brown/ Financial Coord 2 | Nancy Tran/ Asst. Director |
| 3 | Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research. | Rayna Thomas-Brown/ Financial Coord 2 | Nancy Tran/ Asst. Director |
| ACCOUNTS RECEIVABLE | | | |
| 1 | Extending of credit. | N/A | N/A |
| 2 | Billing. | N/A | N/A |
| 3 | Collection. | Rayna Thomas-Brown/ Financial Coord 2 | Nancy Tran/ Asst. Director |
| 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 for each Dept ID 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/ Appl Dvlp 3 | Gene Gillis/Bursar |
| 2 | Ensuring that critical data back up occurs. | Christopher Durham/ Appl Dvlp 3 | Gene Gillis/Bursar |
| 3 | Ensuring that procedures such as password controls are followed. | Christopher Durham/ Appl Dvlp 3 | Gene Gillis/Bursar |
| 4 | Reporting of suspected security violations. | Christopher Durham/ Appl Dvlp 3 | Gene Gillis/Bursar |