

Finance - H0047  
Baseline Standards  
FY 2017

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.	Praveen Kumar, chair	Anesia Lamont, Department Business Administrator
2	Updating the Baseline Standards Form.	Anesia Lamont, Department Business Administrator	Sara Brown, Executive Director, Business Operations
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Reviewing cost center verifications.	Anesia Lamont, Department Business Administrator	Sara Brown, Executive Director, Business Operations
3	Approving cost center verifications.	Sara Brown, Executive Director, B	Sara Brown, Executive Director, Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Anesia Lamont, Department Business Administrator	Khanh Nguyen, Financial Analyst 2
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Ieshia Deal, Office Coordinator	Anesia Lamont, Department Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Ieshia Deal, Office Coordinator	Anesia Lamont, Department Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Ieshia Deal, Office Coordinator	Anesia Lamont, Department Business Administrator
4	Ensuring correct account coding on purchases documents.	Anesia Lamont, Department Business Administrator	Anesia Lamont, Department Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Anesia Lamont, Department Business Administrator	Terrolyn Gunter, Asst Business Administrator
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Ieshia Deal, Office Coordinator	Anesia Lamont, Department Business Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Anesia Lamont, Department Business Administrator	Alejandra Rodriguez, Asst. Business Administrator
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Anesia Lamont, Department Business Administrator	Alejandra Rodriguez, Asst. Business Administrator
4	Completing termination clearance procedures.	Anesia Lamont, Department Business Administrator	Alejandra Rodriguez, Asst. Business Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Anesia Lamont, Department Business Administrator	Alejandra Rodriguez, Asst. Business Administrator
6	Maintaining departmental Personnel files.	Anesia Lamont, Department Business Administrator	Alejandra Rodriguez, Asst. Business Administrator
7	Ensuring valid authorization of new hires.	Anesia Lamont, Department Business Administrator	Alejandra Rodriguez, Asst. Business Administrator/Lilia Ca
8	Ensuring valid authorization of changes in compensation rates.	Alejandra Rodriguez, Asst. Busine	Melissa Niles, College Business Administrator
9	Ensuring the accurate input of changes to the HR System.	Anesia Lamont, Department Business Administrator	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Anesia Lamont, Department Business Administrator	Melissa Niles, College Business Administrator

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Anesia Lamont, Department Business Administrator	Terrolyn Gunter, Asst Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Terrolyn Gunter, Asst Business Ad	Sara Brown, Executive Director, Business Operations
3	Preparing deposits.	Terrolyn Gunter, Asst Business Ad	Sara Brown, Executive Director, Business Operations
4	Preparing Journal Entries.	Terrolyn Gunter, Asst Business Ad	Sara Brown, Executive Director, Business Operations
5	Verifying deposits posted correctly in the Finance System.	Terrolyn Gunter, Asst Business Ad	Sara Brown, Executive Director, Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Terrolyn Gunter, Asst Business Ad	Sara Brown, Executive Director, Business Operations
7	Secure deposits via UHDPDS to Student Financial Services.	Terrolyn Gunter, Asst Business Ad	Sara Brown, Executive Director, Business Operations
8	Ensuring deposits are made timely.	Terrolyn Gunter, Asst Business Ad	Sara Brown, Executive Director, Business Operations
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Terrolyn Gunter, Asst Business Ad	Sara Brown, Executive Director, Business Operations
10	Updating Cash Handling Procedures as needed.	Terrolyn Gunter, Asst Business Ad	Sara Brown, Executive Director, Business Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Terrolyn Gunter, Asst Business Ad	Sara Brown, Executive Director, Business Operations
12	Consistent and efficient responses to inquiries.	Terrolyn Gunter, Asst Business Ad	Sara Brown, Executive Director, Business Operations
<b>PETTY CASH</b>			
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
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Anesia Lamont, Department Business Administrator	Terrolyn Gunter, Asst Business Administrator
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Ieshia Deal, Office Coordinator	Kathy Dominguez, Dept. Business Administrator
2	Ensuring the annual inventory was completed correctly.	Ieshia Deal, Office Coordinator	Frank Kelley, Associate Dean
3	Tagging equipment.	Ieshia Deal, Office Coordinator	Kathy Dominguez, Dept. Business Administrator
4	Approving requests for removal of equipment from campus.	Anesia Lamont, Department Business Administrator	Sara Brown, Executive Director, Business Operations
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online	Terrolyn Gunter, Asst. Business Administrator	Sara Brown, Executive Director, Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online	Melissa Niles, College Business Administrator	Sara Brown, Executive Director, Business Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Melissa Niles, College Business Administrator	Sara Brown, Executive Director, Business Operations

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<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Peter Truong, Mgr. Network Control	Thomas George, Sr. Associate Dean for Faculty Affairs
2	Ensuring that critical data back up occurs.	Peter Truong, Mgr. Network Control	Thomas George, Sr. Associate Dean for Faculty Affairs
3	Ensuring that procedures such as password controls are followed.	Peter Truong, Mgr. Network Control	Thomas George, Sr. Associate Dean for Faculty Affairs
4	Reporting of suspected security violations.	Peter Truong, Mgr. Network Control	Thomas George, Sr. Associate Dean for Faculty Affairs