

SBDC - H0053  
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.	Sue Rhodes, Deputy Director, SBDC Network Administration	
2	Updating the Baseline Standards Form.	Sue Rhodes, Deputy Director, SBDC Network Administration	Mae Hurst, Dept Bus Admin
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	LaWanda Johnson, Financial Analyst 2	
2	Reviewing cost center verifications.	Mae Hurst, Dept Bus Admin	
3	Approving cost center verifications.	Sue Rhodes, Deputy Director, SBDC Network Administration	
4	Ensuring all cost centers are verified/approved on a timely basis.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
2	Ensuring the validity of travel and expense reimbursements.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
3	Ensuring that goods and services are received and that timely payment is made.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
4	Ensuring correct account coding on purchases documents.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
5	Primary contact for inquiries to expenditure transactions.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
<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.	Mae Hurst, Dept Bus Admin	LaWanda Johnson, Financial Analyst 2
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Mae Hurst, Dept Bus Admin	LaWanda Johnson, Financial Analyst 2
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Mae Hurst, Dept Bus Admin	LaWanda Johnson, Financial Analyst 2
4	Completing termination clearance procedures.	Mae Hurst, Dept Bus Admin	LaWanda Johnson, Financial Analyst 2
5	Ensuring terminated employees are no longer charged to departmental cost centers.	LaWanda Johnson, Financial Analyst 2	Mae Hurst, Dept Bus Admin
6	Maintaining departmental Personnel files.	Mae Hurst, Dept Bus Admin	LaWanda Johnson, Financial Analyst 2
7	Ensuring valid authorization of new hires.	Mae Hurst, Dept Bus Admin	
8	Ensuring valid authorization of changes in compensation rates.	Mae Hurst, Dept Bus Admin	
9	Ensuring the accurate input of changes to the HR System.	Mae Hurst, Dept Bus Admin	
10	Consistent and efficient responses to inquiries.	Mae Hurst, Dept Bus Admin	

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Various individuals-all complete <b>Cash Handling Training</b>	
2	Reconciling cash, checks, etc. to receipts.	Mae Hurst, Dept Bus Admin	
3	Preparing deposits.	Jessica Rodriguez, Office Coordinator	Leticia Bermudez, OA2 and Yannisha Donahue, OA2
4	Preparing Journal Entries.	Jessica Rodriguez, Office Coordinator	Leticia Bermudez, OA2 and Yannisha Donahue, OA2
5	Verifying deposits posted correctly in the Finance System.	LaWanda Johnson, Financial Analyst 2	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Mae Hurst, Dept Bus Admin	
7	Secure deposits via UHDPS to Student Financial Services.	Jessica Rodriguez, Office Coordinator-Cash deposits made at BOA on premises	Bernadette Pittman, Financial Coordinator 1
8	Ensuring deposits are made timely.	Mae Hurst, Dept Bus Admin	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Mae Hurst, Dept Bus Admin	
10	Updating Cash Handling Procedures as needed.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
11	Distribution of Cash Handling Procedures to employees who handle cash.	Mae Hurst, Dept Bus Admin	
12	Consistent and efficient responses to inquiries.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
<b>PETTY CASH</b>			
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	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Robert Mayberry, Miscoystems Analyst 1	Catherine Connors, Mgr, College/Div Info Services 2
2	Ensuring the annual inventory was completed correctly.	Catherine Connors, Mgr, College/Div Info Services 2	
3	Tagging equipment.	Robert Mayberry, Miscoystems Analyst 1	Catherine Connors, Mgr, College/Div Info Services 2
4	Approving requests for removal of equipment from campus.	Sue Rhodes, Deputy Director, SBDC Network Administration	Executive Director, TBA
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration

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3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	Sue Rhodes, Deputy Director, SBDC Network Administration	
2	Billing.	LaWanda Johnson, Financial Analyst 2	Sue Rhodes, Deputy Director, SBDC Network Administration
3	Collection.	LaWanda Johnson, Financial Analyst 2	Sue Rhodes, Deputy Director, SBDC Network Administration
4	Recording.	Various individuals-who receive cash and who have CH training	Sue Rhodes, Deputy Director, SBDC Network Administration
5	Monitoring credit extended.	Sue Rhodes, Deputy Director, SBDC Network Administration	
6	Approving write-offs.	Sue Rhodes, Deputy Director, SBDC Network Administration	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
2	Ensuring that research expenditures are covered by funds from sponsors.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Catherine Connors, Mgr, College/Div Info Services 2	Sue Rhodes, Deputy Director, SBDC Network Administration
2	Ensuring that critical data back up occurs.	Catherine Connors, Mgr, College/Div Info Services 2	Sue Rhodes, Deputy Director, SBDC Network Administration
3	Ensuring that procedures such as password controls are followed.	Catherine Connors, Mgr, College/Div Info Services 2	Sue Rhodes, Deputy Director, SBDC Network Administration
4	Reporting of suspected security violations.	Catherine Connors, Mgr, College/Div Info Services 2	Sue Rhodes, Deputy Director, SBDC Network Administration