

Development Operations  
Baseline Standards  
FY2017

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.	Susanne Johnston, Director, Finance & Business Operations	Steven Mueller, Executive Director, Business Operations
2 Updating the Baseline Standards Form.	Susanne Johnston, Director, Finance & Business Operations	Steven Mueller, Exec Dir Bus Ops
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>		
1 Preparing cost center verifications.	Thuan Nguyen, ABA	Zewuse Ladzekpo, DBA
2 Reviewing cost center verifications.	Susanne Johnston, Director, Finance & Business Operations	
3 Approving cost center verifications.	Susanne Johnston, Director, Finance & Business Operations	
4 Ensuring all cost centers are verified/approved on a timely basis.	Susanne Johnston, Director, Finance & Business Operations	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>		
1 Ensuring valid authorization of purchase documents.	Thuan Nguyen, ABA	Zewuse Ladzekpo, DBA
2 Ensuring the validity of travel and expense reimbursements.	Thuan Nguyen, ABA	Zewuse Ladzekpo, DBA
3 Ensuring that goods and services are received and that timely payment is made.		
<i>Development</i>	Regina Miles, Admin Asst	
<i>Corporate &amp; Foundation Relations</i>	Angela Cowins, Exec Admin Asst	
<i>Constituent &amp; College Development</i>	Regina Miles, Admin Asst	
<i>Annual Giving</i>	Jacqueline Johnson, Admin Asst	
<i>Gift Planning</i>	Pam Thomas-Hill, Admin Asst	
4 Ensuring correct account coding on purchases documents.	Thuan Nguyen, ABA	Zewuse Ladzekpo, DBA
5 Primary contact for inquiries to expenditure transactions.		
<i>Development</i>	Rachel Pierre, Development Coord II	Thuan Nguyen, ABA
<i>Corporate &amp; Foundation Relations</i>	Angela Cowins, Exec Admin Asst	Thuan Nguyen, ABA
<i>Constituent &amp; College Development</i>	Regina Miles, Admin Asst	Thuan Nguyen, ABA
<i>Annual Giving</i>	Jacqueline Johnson, Admin Asst	Thuan Nguyen, ABA
<i>Gift Planning</i>	Pam Thomas-Hill, Admin Asst	Thuan Nguyen, ABA
<b>PAYROLL / HUMAN RESOURCES</b>		
1 Reconciling approved bi-weekly leave requests to time and effort reports.	Danette Spencer, ABA	
2 Reconciling bi-weekly leave accruals to the HR System.	Danette Spencer, ABA	
3 Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Danette Spencer, ABA	
4 Ensuring all monthly leave is recorded and approved in the HR System.	Danette Spencer, ABA	
5 Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Danette Spencer, ABA	
6 Completing termination clearance procedures.	Danette Spencer, ABA	Nicole Broyles, Dir Div Bus Ops
7 Ensuring terminated employees are no longer charged to departmental cost centers.	Danette Spencer, ABA	Thuan Nguyen, ABA
8 Paycheck distribution.	Danette Spencer, ABA	Nicole Broyles, Dir Div Bus Ops
9 Maintaining departmental Personnel files.	Danette Spencer, ABA	Nicole Broyles, Dir Div Bus Ops
10 Ensuring valid authorization of new hires.	Danette Spencer, ABA	Nicole Broyles, Dir Div Bus Ops
11 Ensuring valid authorization of changes in compensation rates.	Danette Spencer, ABA	Nicole Broyles, Dir Div Bus Ops
12 Ensuring the accurate input of changes to the HR System.	Danette Spencer, ABA	Nicole Broyles, Dir Div Bus Ops
13 Propriety of leave account classification on time records.	Danette Spencer, ABA	Nicole Broyles, Dir Div Bus Ops
14 Consistent and efficient responses to inquiries.	Danette Spencer, ABA	Nicole Broyles, Dir Div Bus Ops

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CASH HANDLING		
1	Collecting cash, checks, etc.	
	<i>Development</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Corporate &amp; Foundation Relations</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Constituent &amp; College Development</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Annual Giving</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Gift Planning</i>	Ronnie Calhoun, Mgr Gift Processing & Records
2	Reconciling cash, checks, etc. to receipts.	Linda Lee, Gift Processor II
3	Preparing deposits.	
	<i>Development</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Corporate &amp; Foundation Relations</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Constituent &amp; College Development</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Annual Giving</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Gift Planning</i>	Ronnie Calhoun, Mgr Gift Processing & Records
4	Preparing Journal Entries.	
	<i>Development</i>	Donna Smith, Gift Processor II
	<i>Corporate &amp; Foundation Relations</i>	Donna Smith, Gift Processor II
	<i>Constituent &amp; College Development</i>	Donna Smith, Gift Processor II
	<i>Annual Giving</i>	Donna Smith, Gift Processor II
	<i>Gift Planning</i>	Donna Smith, Gift Processor II
5	Verifying deposits posted correctly in the Finance System.	Linda Lee, Gift Processor II
6	Adequacy of physical safeguards.	Donna Smith, Gift Processor II
7	Transporting deposits to Student Financial Services.	UHPD
8	Ensuring deposits are made timely.	
	<i>Development</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Corporate &amp; Foundation Relations</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Constituent &amp; College Development</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Annual Giving</i>	Ronnie Calhoun, Mgr Gift Processing & Records
	<i>Gift Planning</i>	Ronnie Calhoun, Mgr Gift Processing & Records
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Susanne Johnston, Director, Finance & Business Operations
10	Updating Cash Handling Procedures as needed.	Sarah Thomas, Project Mgr
11	Distribution of Cash Handling Procedures to employees who handle cash.	Ronnie Calhoun, Mgr Gift Processing & Records
12	Consistent and efficient responses to inquiries.	Ronnie Calhoun, Mgr Gift Processing & Records
		Sarah Thomas, Project Mgr
PETTY CASH		
1	Preparing petty cash disbursements.	
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
LONG DISTANCE CHARGES		
1	Manager review of long distance charges for unusual activity.	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	N/A
CONTRACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Akii Jordan, Program Mgr II
		Steve Mueller, Executive Director, Business Operations
PROPERTY MANAGEMENT		
1	Performing the annual inventory.	Akii Jordan, Program Mgr II
2	Ensuring the annual inventory was completed correctly.	Akii Jordan, Program Mgr II
3	Tagging equipment.	Paul Chiang, Microsys Analyst 2
4	Approving requests for removal of equipment from campus.	Akii Jordan, Program Mgr II
		Stephen Evans, Mgr Div Info Svcs
DISCLOSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Nicole Broyles, Dir Div Bus Ops
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Nicole Broyles, Dir Div Bus Ops
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A
		Danette Spencer, ABA
		Danette Spencer, ABA

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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 for each Dept ID have positive fund equity at year-end.	Susanne Johnston, Director, Finance & Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A
DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Stephen Evans, Mgr Div Info Svcs
2	Ensuring that critical data back up occurs.	Stephen Evans, Mgr Div Info Svcs
3	Ensuring that procedures such as password controls are followed.	Stephen Evans, Mgr Div Info Svcs
4	Reporting of suspected security violations.	All Staff