

SBDC - H0053  
Baseline Standards  
FY 2025

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, Deputy Director, SBDC Network Administration
2	Updating the Baseline Standards Form.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, Deputy Director, SBDC Network Administration
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Cindy Victorian, Director, Cost Center Management	
2	Reviewing cost center verifications.	LaWanda Johnson, Dept Bus Admin	
3	Approving cost center verifications.	LaWanda Johnson, Dept Bus Admin	
4	Ensuring all cost centers are verified/approved on a timely basis.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, Deputy Director, SBDC Network Administration
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, Deputy Director, SBDC Network Administration
2	Ensuring the validity of travel and expense reimbursements.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, Deputy Director, SBDC Network Administration
3	Ensuring that goods and services are received and that timely payment is made.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, Deputy Director, SBDC Network Administration
4	Ensuring correct account coding on purchases documents.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, Deputy Director, SBDC Network Administration
5	Primary contact for inquiries to expenditure transactions.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, Deputy Director, SBDC Network Administration
PAYROLL / HUMAN RESOURCES			
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.	LaWanda Johnson, Dept Bus Admin	Cindy Victorian, Director, Cost Center Management
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	LaWanda Johnson, Dept Bus Admin	Cindy Victorian, Director, Cost Center Management
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	LaWanda Johnson, Dept Bus Admin	Cindy Victorian, Director, Cost Center Management
4	Completing termination clearance procedures.	LaWanda Johnson, Dept Bus Admin	Cindy Victorian, Director, Cost Center Management
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Cindy Victorian, Director, Cost Center Management	LaWanda Johnson, Dept Bus Admin
6	Maintaining departmental Personnel files.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, Deputy Director, SBDC Network Administration
7	Ensuring valid authorization of new hires.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, Deputy Director, SBDC Network Administration
8	Ensuring valid authorization of changes in compensation rates.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, Deputy Director, SBDC Network Administration
9	Ensuring the accurate input of changes to the HR System.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, Deputy Director, SBDC Network Administration
10	Consistent and efficient responses to inquiries.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, Deputy Director, SBDC Network Administration

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Various individuals-all complete Cash Handling Training	
2	Reconciling cash, checks, etc. to receipts.	LaWanda Johnson, Dept Bus Admin	Donice Williams, Office Asst 2
3	Preparing deposits.	Nikki Ardoin, Office Coordinator	Donice Williams, Office Asst 2
4	Preparing Journal Entries.	Nikki Ardoin, Office Coordinator	Donice Williams, Office Asst 2
5	Verifying deposits posted correctly in the Finance System.	Cindy Victorian, Director, Cost Center Management	
6	Adequacy of physical safeguards of cash receipts and equivalent.	LaWanda Johnson, Dept Bus Admin	
7	Secure deposits via UHDPs to Student Financial Services.	Nikki Ardoin, Office Coordinator	Donice Williams, Office Asst 2
8	Ensuring deposits are made timely.	LaWanda Johnson, Dept Bus Admin	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	LaWanda Johnson, Dept Bus Admin	
10	Updating Cash Handling Procedures as needed.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, Deputy Director, SBDC Network Administration
11	Distribution of Cash Handling Procedures to employees who handle cash.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, Deputy Director, SBDC Network Administration
12	Consistent and efficient responses to inquiries.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, 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.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, Deputy Director, SBDC Network Administration
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Kobi Ngobili, Microsystems Analyst 2	David Nguyen, IT Director, SBDC
2	Ensuring the annual inventory was completed correctly.	David Nguyen, IT Director, SBDC	
3	Tagging equipment.	David Nguyen, IT Director, SBDC	Kobi Ngobili, Microsystems Analyst 2
4	Approving requests for removal of equipment from campus.	Melissa Niles, Deputy Director, SBDC Network Administration	Steve Lawrence, Executive Director
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, Deputy Director, SBDC Network Administration
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, Deputy Director, SBDC Network Administration
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, Deputy Director, SBDC Network Administration

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	Melissa Niles, Deputy Director, SBDC Network Administration	Steve Lawrence, Executive Director
2	Billing.	Cindy Victorian, Director, Cost Center Management	Melissa Niles, Deputy Director, SBDC Network Administration
3	Collection.	Cindy Victorian, Director, Cost Center Management	Melissa Niles, Deputy Director, SBDC Network Administration
4	Recording.	Various individuals-who receive cash and who have CH training	Melissa Niles, Deputy Director, SBDC Network Administration
5	Monitoring credit extended.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, Deputy Director, SBDC Network Administration
6	Approving write-offs.	Melissa Niles, Deputy Director, SBDC Network Administration	Steve Lawrence, Executive Director
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, Deputy Director, SBDC Network Administration
2	Ensuring that research expenditures are covered by funds from sponsors.	LaWanda Johnson, Dept Bus Admin	Melissa Niles, Deputy Director, SBDC Network Administration
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	David Nguyen, IT Director, SBDC	Melissa Niles, Deputy Director, SBDC Network Administration
2	Ensuring that critical data back up occurs.	David Nguyen, IT Director, SBDC	Melissa Niles, Deputy Director, SBDC Network Administration
3	Ensuring that procedures such as password controls are followed.	David Nguyen, IT Director, SBDC	Melissa Niles, Deputy Director, SBDC Network Administration
4	Reporting of suspected security violations.	David Nguyen, IT Director, SBDC	Melissa Niles, Deputy Director, SBDC Network Administration