

NSM Deans Business Office - H0102
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.	Lakesha Barnwell, DBA	
2	Updating the Baseline Standards Form.	Lakesha Barnwell, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Debbi Loya, Working Retiree	
2	Reviewing cost center verifications.	Debbi Loya, Working Retiree	
3	Approving cost center verifications.	Designated Cost Center Managers	
4	Ensuring all cost centers are verified/approved on a timely basis.	Lakesha Barnwell, DBA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Ashley Berotte, ABA / Ashley Lucien, Prog Mgr 2	Lakesha Barnwell, DBA
2	Ensuring the validity of travel and expense reimbursements.	Ashley Berotte, ABA / Ashley Lucien, Prog Mgr 2	Lakesha Barnwell, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Ashley Berotte, ABA / Ashley Lucien, Prog Mgr 2	Lakesha Barnwell, DBA
4	Ensuring correct account coding on purchases documents.	Ashley Berotte, ABA / Ashley Lucien, Prog Mgr 2	Lakesha Barnwell, DBA
5	Primary contact for inquiries to expenditure transactions.	Ashley Berotte, ABA / Ashley Lucien, Prog Mgr 2	Lakesha Barnwell, DBA
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.	Ashley Berotte, ABA	Lakesha Barnwell, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Ashley Berotte, ABA	Lakesha Barnwell, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Ashley Berotte, ABA	Lakesha Barnwell, DBA
4	Completing termination clearance procedures.	Lakesha Barnwell, DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Lakesha Barnwell, DBA	
6	Maintaining departmental Personnel files.	Lakesha Barnwell, DBA	
7	Ensuring valid authorization of new hires.	Ashley Berotte, ABA / Ashley Lucien, Prog Mgr 2	Lakesha Barnwell, DBA
8	Ensuring valid authorization of changes in compensation rates.	Ashley Berotte, ABA / Ashley Lucien, Prog Mgr 2	Lakesha Barnwell, DBA
9	Ensuring the accurate input of changes to the HR System.	Ashley Berotte, ABA / Ashley Lucien, Prog Mgr 2	Lakesha Barnwell, DBA
10	Consistent and efficient responses to inquiries.	Ashley Berotte, ABA / Ashley Lucien, Prog Mgr 2	Lakesha Barnwell, DBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	NSM Business Office Staff	Lakesha Barnwell, DBA
2	Reconciling cash, checks, etc. to receipts.	Thien-Tam Do, Prog Mgr 2 / Rachell Marks, CBA	Lakesha Barnwell, DBA
3	Preparing deposits.	Thien-Tam Do, Prog Mgr 2 / Rachell Marks, CBA	Lakesha Barnwell, DBA
4	Preparing Journal Entries.	Thien-Tam Do, Prog Mgr 2 / Rachell Marks, CBA	Lakesha Barnwell, DBA
5	Verifying deposits posted correctly in the Finance System.	Rachell Marks, CBA	Lakesha Barnwell, DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Lakesha Barnwell, DBA	
7	Secure deposits via UHDPs to Student Financial Services.	Lakesha Barnwell, DBA	
8	Ensuring deposits are made timely.	Thien-Tam Do, Prog Mgr 2 / Rachell Marks, CBA	Lakesha Barnwell, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Lakesha Barnwell, DBA	
10	Updating Cash Handling Procedures as needed.	Lakesha Barnwell, DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Lakesha Barnwell, DBA	
12	Consistent and efficient responses to inquiries.	Lakesha Barnwell, DBA	
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
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Lakesha Barnwell, DBA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Douglas Medley, Prog Dir 1	Emilio Benavidez, NSM Bldg Maint Spvr
2	Ensuring the annual inventory was completed correctly.	Douglas Medley, Prog Dir 1	Emilio Benavidez, NSM Bldg Maint Spvr
3	Tagging equipment.	Douglas Medley, Prog Dir 1	Emilio Benavidez, NSM Bldg Maint Spvr
4	Approving requests for removal of equipment from campus.	Douglas Medley, Prog Dir 1	Fred McGhee, Exec Dir NSM
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Lakesha Barnwell, DBA	Rachell Marks, CBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Lakesha Barnwell, DBA	Rachell Marks, CBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Lakesha Barnwell, DBA	Rachell Marks, CBA

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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.	Cost Center Managers	Lakesha Barnwell, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Cost Center Managers	Lakesha Barnwell, DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Gosfrey Gutierrez, Application Developer 4	Ray Ali, Systems Admin 1
2	Ensuring that critical data back up occurs.	Gosfrey Gutierrez, Application Developer 4	Ray Ali, Systems Admin 1
3	Ensuring that procedures such as password controls are followed.	Gosfrey Gutierrez, Application Developer 4	Ray Ali, Systems Admin 1
4	Reporting of suspected security violations.	Gosfrey Gutierrez, Application Developer 4	Ray Ali, Systems Admin 1