

Bauer College - H0404
Baseline Standards
FY 2021

| Description of Responsibility | | Responsible Person(s) (Name/Title) | |
|--|--|---|---|
| | | Primary (Required) | Secondary (Optional) |
| DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS | | | |
| 1 | Ensuring the Departmental Policy and Procedures manual is current. | Melissa Niles, College Business Administrator | Sara Brown, Executive Director, Academic Affairs |
| 2 | Updating the Baseline Standards Form. | Melissa Niles, College Business Administrator | Sara Brown, Executive Director, Academic Affairs |
| FINANCIAL REPORTING - COST CENTER VERIFICATIONS | | | |
| 1 | Preparing cost center verifications. | Khanh Nguyen, Financial Analyst 2 | Sara Brown, Executive Director, Academic Affairs |
| 2 | Reviewing cost center verifications. | Khanh Nguyen, Financial Analyst 2 | Sara Brown, Executive Director, Academic Affairs |
| 3 | Approving cost center verifications. | Khanh Nguyen, Financial Analyst 2 | Sara Brown, Executive Director, Academic Affairs |
| 4 | Ensuring all cost centers are verified/approved on a timely basis. | Khanh Nguyen, Financial Analyst 2 | Sara Brown, Executive Director, Academic Affairs |
| FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS | | | |
| 1 | Ensuring valid authorization of purchase documents. | Andrew Nguyen, Financial Coordinator 1 | Terrolyn Gunter, Asst. Business Administrator, Finance |
| 2 | Ensuring the validity of travel and expense reimbursements. | Andrew Nguyen, Financial Coordinator 1 | Terrolyn Gunter, Asst. Business Administrator, Finance |
| 3 | Ensuring that goods and services are received and that timely payment is made. | Andrew Nguyen, Financial Coordinator 1 | Terrolyn Gunter, Asst. Business Administrator, Finance |
| 4 | Ensuring correct account coding on purchases documents. | Andrew Nguyen, Financial Coordinator 1 | Terrolyn Gunter, Asst. Business Administrator, Finance |
| 5 | Primary contact for inquiries to expenditure transactions. | Terrolyn Gunter, Asst. Business Administrator, Finance | Sara Brown, Executive Director, Academic Affairs |
| 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. | Gloria Aguirre, Administrative Coordinator | Alejandra Rodriguez, Asst. Business Administrator - Admin |
| 2 | Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll. | Alejandra Rodriguez, Asst. Business Administrator - Admin | Gloria Aguirre, Administrative Coordinator |
| 3 | Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports. | Alejandra Rodriguez, Asst. Business Administrator - Admin | |
| 4 | Completing termination clearance procedures. | Gloria Aguirre, Administrative Coordinator | Alejandra Rodriguez, Asst. Business Administrator - Admin |
| 5 | Ensuring terminated employees are no longer charged to departmental cost centers. | Alejandra Rodriguez, Asst. Business Administrator - Admin | |
| 6 | Maintaining departmental Personnel files. | Melissa Niles, College Business Administrator | Alejandra Rodriguez, Asst. Business Administrator - Admin |
| 7 | Ensuring valid authorization of new hires. | Melissa Niles, College Business Administrator | Sara Brown, Executive Director, Academic Affairs |
| 8 | Ensuring valid authorization of changes in compensation rates. | Melissa Niles, College Business Administrator | Sara Brown, Executive Director, Academic Affairs |
| 9 | Ensuring the accurate input of changes to the HR System. | Melissa Niles, College Business Administrator | Sara Brown, Executive Director, Academic Affairs |
| 10 | Consistent and efficient responses to inquiries. | Sara Brown, Executive Director, Academic Affairs | Melissa Niles, College Business Administrator |

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| CASH HANDLING | | |
| 1 Collecting cash, checks, etc. | Terrolyn Gunter, Asst. Business Administrator, Finance | Andrew Nguyen, Financial Coordinator 1 |
| 2 Reconciling cash, checks, etc. to receipts. | Andrew Nguyen, Financial Coordinator 1 | Terrolyn Gunter, Asst. Business Administrator, Finance |
| 3 Preparing deposits. | Andrew Nguyen, Financial Coordinator 1 | Terrolyn Gunter, Asst. Business Administrator, Finance |
| 4 Preparing Journal Entries. | Andrew Nguyen, Financial Coordinator 1 | Terrolyn Gunter, Asst. Business Administrator, Finance |
| 5 Verifying deposits posted correctly in the Finance System. | Khanh Nguyen, Financial Analyst 2 | Terrolyn Gunter, Asst. Business Administrator, Finance |
| 6 Adequacy of physical safeguards of cash receipts and equivalent. | Terrolyn Gunter, Asst. Business Administrator, Finance | Andrew Nguyen, Financial Coordinator 1 |
| 7 Secure deposits via UHDPS to Student Financial Services. | Andrew Nguyen, Financial Coordinator 1 | Terrolyn Gunter, Asst. Business Administrator, Finance |
| 8 Ensuring deposits are made timely. | Terrolyn Gunter, Asst. Business Administrator, Finance | Andrew Nguyen, Financial Coordinator 1 |
| 9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. | Terrolyn Gunter, Asst. Business Administrator, Finance | Andrew Nguyen, Financial Coordinator 1 |
| 10 Updating Cash Handling Procedures as needed. | Terrolyn Gunter, Asst. Business Administrator, Finance | Andrew Nguyen, Financial Coordinator 1 |
| 11 Distribution of Cash Handling Procedures to employees who handle cash. | Terrolyn Gunter, Asst. Business Administrator, Finance | Andrew Nguyen, Financial Coordinator 1 |
| 12 Consistent and efficient responses to inquiries. | Terrolyn Gunter, Asst. Business Administrator, Finance | Andrew Nguyen, Financial Coordinator 1 |
| 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. | Terrolyn Gunter, Asst. Business Administrator, Finance | Sara Brown, Executive Director, Academic Affairs |
| PROPERTY MANAGEMENT | | |
| 1 Performing the annual inventory. | N/A | N/A |
| 2 Ensuring the annual inventory was completed correctly. | Melissa Niles, College Business Administrator | Sara Brown, Executive Director, Academic Affairs |
| 3 Tagging equipment. | Francisco Lopez, Program Director 1 | |
| 4 Approving requests for removal of equipment from campus. | Melissa Niles, College Business Administrator | Sara Brown, Executive Director, Academic Affairs |
| DISCLOSURE FORMS | | |
| 1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. | Melissa Niles, College Business Administrator | Sara Brown, Executive Director, Academic Affairs |
| 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, Academic Affairs |
| 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, Academic Affairs |

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| ACCOUNTS RECEIVABLE | | | |
| 1 | Extending of credit. | N/A | N/A |
| 2 | Billing. | Francisco Lopez, Program Director 1 | Melissa Niles, College Business Administrator |
| 3 | Collection. | Francisco Lopez, Program Director 1 | Terrolyn Gunter, Asst. Business Administrator, Finance |
| 4 | Recording. | Francisco Lopez, Program Director 1 | Terrolyn Gunter, Asst. Business Administrator, Finance |
| 5 | Monitoring credit extended. | N/A | N/A |
| 6 | Approving write-offs. | Sara Brown, Executive Director, Academic Affairs | |
| NEGATIVE BALANCES | | | |
| 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, Academic Affairs |
| 2 | Ensuring that research expenditures are covered by funds from sponsors. | Khanh Nguyen, Financial Analyst 2 | Sara Brown, Executive Director, Academic Affairs |
| DEPARTMENTAL COMPUTING | | | |
| 1 | Management of the departments' information technology resources. | Charles Morgan, Director of Technology, Bauer | |
| 2 | Ensuring that critical data back up occurs. | Hina Khanh, Systems Administrator | Charles Morgan, Director of Technology, Bauer |
| 3 | Ensuring that procedures such as password controls are followed. | Hina Khanh, Systems Administrator | Charles Morgan, Director of Technology, Bauer |
| 4 | Reporting of suspected security violations. | Charles Morgan, Director of Technology, Bauer | Hina Khanh, Systems Administrator |