

Scholars Academy
Baseline Standards
FY 2022

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.	Vacant, Admin Asst Asst. II	Katisha Houston, SA DBA
2	Updating the Baseline Standards Form.	Mary Jo Parker, Exec. Dir	Katisha Houston, SA DBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Vacant, Admin Asst Asst. II	Katisha Houston, SA DBA
2	Reviewing cost center verifications.	Katisha Houston, SA DBA	Alex Hernandez, College Business Administrator
3	Approving cost center verifications.	Mary Jo Parker, Exec. Dir	
4	Ensuring all cost centers are verified/approved on a timely basis. no later than 60 days after the accounting period is closed.	Katisha Houston, SA DBA	Alex Hernandez, College Business Administrator
5	Identifies non-active non-project/grant cost centers and notify the appropriate department to deactivate the cost center.	Katisha Houston, SA DBA	Alex Hernandez, College Business Administrator
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Vacant, Admin Asst Asst. II	Katisha Houston, SA DBA
2	Ensuring the validity of travel and expense reimbursements.	Vacant, Admin Asst Asst. II	Katisha Houston, SA DBA
3	Ensuring that goods and services are received and that timely payment is made.	Vacant, Admin Asst Asst. II	Katisha Houston, SA DBA
4	Ensuring correct account coding on purchases documents.	Vacant, Admin Asst Asst. II	Katisha Houston, SA DBA
5	Primary contact for inquiries to expenditure transactions.	Vacant, Admin Asst Asst. II/ Mercedes Gonzales SA Program Coordinator	Katisha Houston, SA 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.	Mary Jo Parker, Exec. Dir	Katisha Houston, SA DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Mary Jo Parker, Exec. Dir	Katisha Houston, SA DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Katisha Houston, SA DBA	Alex Hernandez, College Business Administrator
4	Completing termination clearance procedures.	Katisha Houston, SA DBA	Alex Hernandez, College Business Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Katisha Houston, SA DBA	Alex Hernandez, College Business Administrator
6	Maintaining departmental Personnel files.	Mercedes Gonzalez, SA Program Coordinator	Katisha Houston, SA DBA
7	Ensuring valid authorization of new hires.	Mercedes Gonzalez, SA Program Coordinator	Katisha Houston, SA DBA
8	Ensuring valid authorization of changes in compensation rates.	Katisha Houston, SA DBA	Alex Hernandez, College Business Administrator
9	Ensuring the accurate input of changes to the HR System.	Katisha Houston, SA DBA	Alex Hernandez, College Business Administrator
10	Consistent and efficient responses to inquiries.	Katisha Houston, SA DBA	Alex Hernandez, College Business Administrator

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CASH HANDLING		
1 Collecting cash, checks, etc.	Vacant, Admin Asst Asst. II	
2 Prepares Departmental Deposit Form.	Vacant, Admin Asst Asst. II	
3 Approves Departmental Deposit Form.	Mary Jo Parker, Exec. Dir	
4 Transports deposit to the Cashiers Office.	Vacant, Admin Asst Asst. II	
5 Preparing Journal Entries.	Katisha Houston, SA DBA	
6 Verifying deposits posted correctly in the Finance System.	Vacant, Admin Asst Asst. II	Katisha Houston, SA DBA
7 Adequacy of physical safeguards of cash receipts and equivalent.	Vacant, Admin Asst Asst. II	Katisha Houston, SA DBA
8 Ensuring deposits are made timely.	Vacant, Admin Asst Asst. II	Katisha Houston, SA DBA
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Katisha Houston, SA DBA	Alex Hernandez, College Business Administrator
10 Updating Cash Handling Procedures as needed.	Vacant, Admin Asst Asst. II	Katisha Houston, SA DBA
11 Consistent and efficient responses to inquiries.	Vacant, Admin Asst Asst. II	Katisha Houston, SA 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.	Katisha Houston, SA DBA	Alex Hernandez, College Business Administrator
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Mercedes Gonzalez, SA Program Coordinator	Mary Jo Parker, Exec. Dir & Katisha Houston, SA DBA.
2 Ensuring the annual inventory was completed correctly.	Mercedes Gonzalez, SA Program Coordinator	Mary Jo Parker, Exec. Dir & Katisha Houston, SA DBA.
3 Tagging equipment.	Mercedes Gonzalez, SA Program Coordinator	Vacant, Admin Asst Asst. II
4 Approving requests for removal of equipment from campus.	Mary Jo Parker, Exec. Dir	Ermelinda DeLaVina, Interim Dean CST
DISCLOSURE FORMS		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Katisha Houston, SA DBA	Alex Hernandez, College Business Administrator
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Katisha Houston, SA DBA	Alex Hernandez, College Business Administrator
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Office of Research and Sponsored Programs	Katisha Houston, SA DBA	Heather Davis, ORSP & Alex Hernandez College Business Administrator
RESEARCH ADMINISTRATION		
1 Verifies that all grant cost centers contain positive budgetary balances.	Katisha Houston, SA DBA	Alex Hernandez, College Business Administrator
2 Ensuring that research expenditures are covered by funds from sponsors.	Katisha Houston, SA DBA	Alex Hernandez, College Business Administrator

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3	Notifies the appropriate department to deactivate expired grant cost centers.	Katisha Houston, SA DBA	Alex Hernandez, College Business Administrator
4	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Katisha Houston, SA DBA	Alex Hernandez, College Business Administrator
5	Verifies that effort reporting is accurately calculated (verifies actual time) and timely reported (quarterly).	Heather Davis, Post Award ORSP	Katisha Houston, SA DBA
6	Verifies that a Conflict of Interest Form is completed annually for all applicable employees; and submitted timely to the Division of Research.	Katisha Houston, SA DBA	Alex Hernandez, College Business Administrator
SCHOLARSHIPS			
1	Prepares written department scholarship procedures (awarding, criteria, eligibility guidelines, etc...).	Mercedes Gonzalez, SA Program Coordinator	Mary Jo Parker, Exec. Dir
2	Verifies that all available department scholarships are publicized (web site, in department, etc...).	Mercedes Gonzalez, SA Program Coordinator	Mary Jo Parker, Exec. Dir
3	Verifies that the scholarship award recipient was eligible for the award and met all required criteria (<i>GPA, major, requisite hours, letters of recommendation, etc...</i>).	Mercedes Gonzalez, SA Program Coordinator	Mary Jo Parker, Exec. Dir.
4	Verifies that the scholarship award recipient was eligible for the award and met all required criteria (<i>GPA, major, requisite hours, letters of recommendation, etc...</i>).	Mercedes Gonzalez, SA Program Coordinator	Mary Jo Parker, Exec. Dir.
5	Reviews scholarship cost centers annually to help ensure that available scholarship funds are being awarded; and to identify excessive equity balances in scholarship cost centers.	Katisha Houston, SA DBA	Mary Jo Parker, Exec. Dir.
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Katisha Houston, SA DBA	Alex Hernandez, College Business Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	Katisha Houston, SA DBA	Mary Jo Parker, Exec. Dir.
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	UHD IT	
2	Ensuring that critical data back up occurs.	UHD IT	
3	Ensuring that procedures such as password controls are followed.	All Departmental Staff	UHD IT
4	Reporting of suspected security violations.	All Departmental Staff	UHD IT