

Business Affairs  
Baseline Standards  
FY 2022

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.	Alice Tsai, Dir GA & Fin Rep	DeVrone Suggs, Interim Dir A/P Krystal LeBlanc, Interim Dir StudFin
2	Updating the Baseline Standards Form.	Maria T. Flores/DBA I	Paul Tichenor Property Mgr. BusAff
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Maria T. Flores /DBA I	Maria Cadena/Accountant II
2	Reviewing cost center verifications.	Theresa Meneley, Interim AVP for Business Affairs	Paul Tichenor Property Mgr. BusAff
3	Approving cost center verifications.	Theresa Meneley, Interim AVP	Paul Tichenor Property Mgr. BusAff
4	Ensuring all cost centers are verified/approved on a timely basis. no later than 60 days after the accounting period is closed.	Maria T. Flores/DBA I	Maria Cadena /Accountant II Stefany Records, Exec Director
5	Identifies non-active non-project/grant cost centers and notify the appropriate department to deactivate the cost center.	Maria T. Flores/DBA I	Maria Cadena/Accountant II
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Paul Tichenor/Prpty Mgr. Bus Aff & Tiffany Luong Acct III	Theresa Meneley & Alice Tsai
2	Ensuring the validity of travel and expense reimbursements.	Paul Tichenor/Prpty Mgr. Bus Aff & Tiffany Luong Acct III	Theresa Meneley & Alice Tsai
3	Ensuring that goods and services are received and that timely payment is made.	Maria T. Flores/DBA I	Eva Ryan, Acct Tech II
4	Ensuring correct account coding on purchases documents.	Maria T. Flores/DBA I	Eva Ryan, Acct Tech II
5	Primary contact for inquiries to expenditure transactions.	Maria T. Flores/DBA I	Eva Ryan, Acct Tech II
<b>PAYROLL / HUMAN RESOURCES</b>			
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.	Maria T. Flores/DBA I	Stefany Records/Div Bus Admin
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Maria T. Flores/DBA I	Stefany Records/Div Bus Admin
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Maria T. Flores/DBA I	Stefany Records/Div Bus Admin
4	Completing termination clearance procedures.	Maria T. Flores/DBA I	Stefany Records/Div Bus Admin
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Maria T. Flores/DBA I	Stefany Records/Div Bus Admin
6	Maintaining departmental Personnel files.	Maria T. Flores/DBA I	Stefany Records/Div Bus Admin

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7	Ensuring valid authorization of new hires.	Maria T. Flores/DBA I	Stefany Records/Div Bus Admin
8	Ensuring valid authorization of changes in compensation rates.	Maria T. Flores/DBA I	Stefany Records/Div Bus Admin
9	Ensuring the accurate input of changes to the HR System.	Maria T. Flores/DBA I	Stefany Records/Div Bus Admin
10	Consistent and efficient responses to inquiries.	Maria T. Flores/DBA I	Stefany Records/Div Bus Admin

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Paul Tichenor/Property Mgr. Business Affairs	Maria T. Flores/DBA I DeVrone Suggs/Interim Dir A/P
2	Prepares Departmental Deposit Form.	Paul Tichenor/Property Mgr. Business Affairs	Maria T. Flores/DBA I DeVrone Suggs/Interim Dir A/P
3	Approves Departmental Deposit Form.	Theresa Meneley, Interim AVP for Business Affairs	Alice Tsai, Dir. GA & Fin Rept
4	Transports deposit to the Cashiers Office.	Paul Tichenor/Property Mgr. Business Affairs	Maria T. Flores/DBA I DeVrone Suggs. Interim Dir AP
5	Preparing Journal Entries.	N/A	N/A
6	Verifying deposits posted correctly in the Finance System.	Maria T.Flores/DBA I	Maria Cadena/Accountant II
7	Adequacy of physical safeguards of cash receipts and equivalent.	Paul Tichenor/Property Mgr. Business Affairs	Maria T. Flores/DeVrone Suggs
8	Ensuring deposits are made timely.	Paul Tichenor/Property Mgr. Business Affairs	Maria T. Flores/DeVrone Suggs
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Maria T. Flores/DBA I	Alice Tsai, Dir. GA & Fin Rept
10	Updating Cash Handling Procedures as needed.	Paul Tichenor/Property Mgr. Business Affairs	Maria T. Flores/DeVrone Suggs
11	Consistent and efficient responses to inquiries.	Maria T. Flores/DBA I	Maria Cadena Accountant II
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	Cashiers	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	Cashiers	N/A
4	Approving petty cash disbursements.	Cashiers	N/A
5	Replenishing the petty cash fund timely.	Cashiers	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	Cashiers	N/A
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Maria T. Flores/ DBA I	Theresa Meneley & Krystal LeBlanc
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Maria T. Flores/DBA I	Ting Zhang/Accountant II
2	Ensuring the annual inventory was completed correctly.	Maria T. Flores/DBA I	Ting Zhang/Accountant II

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3 Tagging equipment.	Paul Tichenor/Property Mgr. Business Affairs	Information Technology
4 Approving requests for removal of equipment from campus.	Theresa Meneley, Interim AVP for Business Affairs	Stefany Records/Div Bus Admin
<b>DISCLOSURE FORMS</b>		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Maria T. Flores/DBA I	Theresa Meneley, Interim AVP-BA
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Maria T. Flores/DBA I	Theresa Meneley, Interim AVP-BA
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	N/A	N/A
<b>RESEARCH ADMINISTRATION</b>		
1 Verifies that all grant cost centers contain positive budgetary balances.	N/A	N/A
2 Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
3 Notifies the appropriate department to deactivate expired grant cost centers.	N/A	N/A
4 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	N/A	N/A
5 Verifies that effort reporting is accurately calculated (verifies actual time) and timely reported (quarterly).	N/A	N/A
6 Verifies that a Conflict of Interest Form is completed annually for all applicable employees; and submitted timely to the Division of Research.	N/A	N/A
<b>SCHOLARSHIPS</b>		
1 Prepares written department scholarship procedures (awarding, criteria, eligibility guidelines, etc...).	N/A	N/A
2 Verifies that all available department scholarships are publicized (web site, in department, etc...).	N/A	N/A
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> ).	N/A	N/A
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> ).	N/A	N/A

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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.	N/A	N/A
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Maria T. Flores/DBA I	Maria Cadena/Accountant II
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Information Technology	N/A
2	Ensuring that critical data back up occurs.	Information Technology	N/A
3	Ensuring that procedures such as password controls are followed.	All Staff	N/A
4	Reporting of suspected security violations.	All Staff	N/A