

# SSHA Finance & Administrative Operations

*Stewardship, Accountability and Compliance*

Christine Tumonong, Assistant Dean & CAO

## Finance & Operations Team

Holly Werner - Financial Analyst

Brian Baker - Financial Services Analyst

Marta Holtz - Financial Services Analyst

Roberto Godinez - Administrative Specialist

## Department Support Services Team

Mohabbat Ahmadi - Department Support Supervisor

Heidi Green - Department Specialist

Nancy Higareda-Marquez - Department Specialist

Vacant - Department Specialist

Austyn Jones - Events Coordinator

# SSHA at-a-glance

Organization AB40

160 Faculty

47 Lecturers

33 Staff

13 Payroll Departments

10 Departments

7 Graduate Groups

Center for the Humanities

Merritt Writing Program

All adds up to ~667 Accounts

- ▶ Account Management

- ▶ Operational
- ▶ Instructional
- ▶ Faculty Specific
  - ▶ Incidentals
  - ▶ Start Up
  - ▶ Service Compensation
- ▶ Endowments
- ▶ Gifts
- ▶ Departmental Accounts
- ▶ Grad Group Operational Accounts
- ▶ SSHA Financial Aid Accounts



**Account Analyst: Analyst's Name**  
**Analyst's Phone #**  
[Analyst's Email](#)

Department - Faculty Name

Financial Summary as of: 07/31/19

\*\*\*\*\* Please Review Individual Project Tabs for Details of Expenditures, Liens & Projections \*\*\*\*\*  
\*\*\* Contact SSHA Finance if Budgets and Expenses Are Not Accurate \*\*\*

ACCT	CC	FUND		PROJECT TITLE	Expiration Date	BUDGET	EXPENSES	Future Expenses Liens/Projections	BALANCE
4031XX	XX	19900	INCNDT	Incidentals	Maximum of \$9K Carry Forward allowed	3,000.00	68.47	2,733.03	198.50
4431XX	XX	20095	24FSUP	Start Up	6/30/2024	206,540.38	15,843.09	48,178.75	142,518.54

Faculty Name

Period: 2019-20

FAU: E3xx-4031XX-XX-19900, INCDNT

PLEASE REVIEW LEDGER DETAIL FOR ACCURACY

Incidentals Summary as of July 31, 2019						
		Budget	Expenses	Balance	Future Expenses: Liens & Projections	Available Balance To Spend
Carry Forward from 18-19		0.00				
Current Year Funds		3,000.00				
	Salary				0.00	
	Benefits				0.00	
	Supplies & Expenses		68.47		2,733.03	
	Travel		0.00		0.00	
Total		\$3,000.00	\$68.47	\$2,931.53	\$2,733.03	\$198.50

## PROJECTIONS

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Salary						
Total Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits						
Total Benefit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Expenses						
UCM219955, IMAC, (6/7/19-RG)						
INCDNT/IMAC	\$ 2,733.03					
Total Supplies & Exp	\$ 2,733.03	\$ -	\$ -	\$ -	\$ -	\$ -
Travel						
Total Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 2,733.03	\$ -	\$ -	\$ -	\$ -	\$ -
Balance	\$ 198.50	\$ 198.50	\$ 198.50	\$ 198.50	\$ 198.50	\$ 198.50

*LEDGER DETAILS FY19-20*

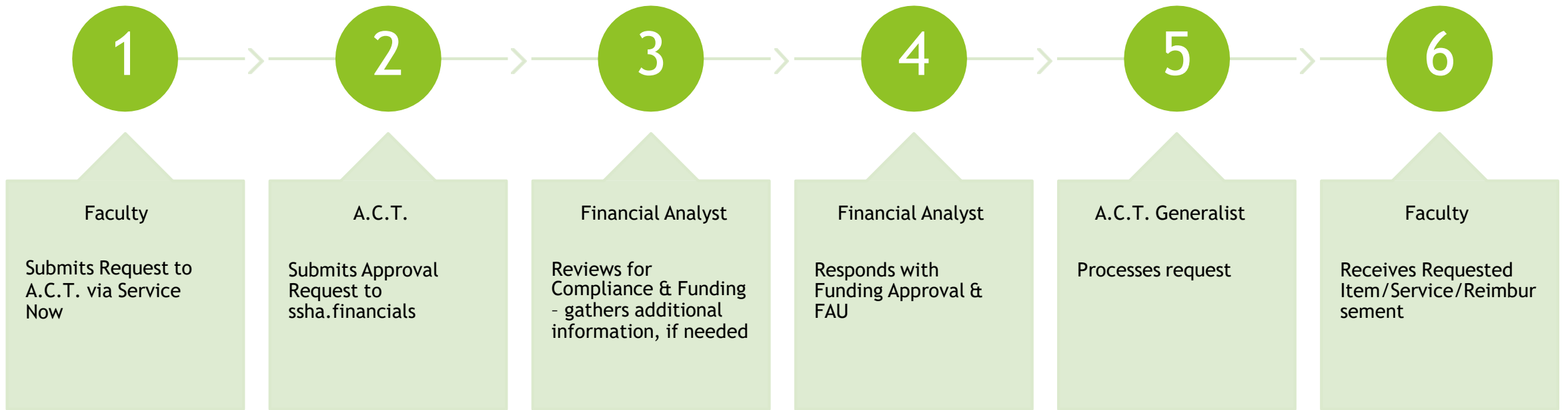
RunDate 8/15/2019 12:53

fiscal_year	1920
-------------	------

fye\_proc\_ind (All)

FAU (All)

[illegible]



# ACT Approval Cycle

# Operational Services



## **SSHA Reception**

Mail  
Packages



## **Faculty Cellphones and Landlines**



## **Equipment Inventory: Theft Sensitive Items**

Items over \$5,000.00 (Campus Inventory)  
•Audit every 2 years (Dec 2020 deadline)  
Computers, tablets, external hard drives,  
mobile phones, etc. (Department)

# Management Services Officer (MSO) / Chief Administrative Officer (CAO)

- ▶ Signing/Approval authority:
  - LiveScan Form
  - Hiring Process (Budget)
  - Travel & Entertainment Card Application
  - Travel Advance
  - Business Agreement Request Form
  - Travel approver
  - Federal Work Study
  - Supply/Equipment Orders Ship to home
  - Request for Exception or Additional Approval for University Travel & Entertainment Policy
  - Unauthorized Purchase/Violation of UC Policy BFB BUS-43
  - Mobile Phones, Software requests (w/ Roberto Godinez)
  - One-time Campus Visit (w/ Christine Howe)



# Contact Information

- ▶ General SSHA Finance Email: [ssha.financial@ucmerced.edu](mailto:ssha.financial@ucmerced.edu)
  - ▶ Holly Werner, Financial Analyst
  - ▶ Brian Baker, Financial Analyst
  - ▶ Marta Holtz, Financial Analyst
- ▶ Roberto Godinez
  - ▶ Email: [rgodinez2@ucmerced.edu](mailto:rgodinez2@ucmerced.edu)
- ▶ Christine Tumonong
  - ▶ Email: [ssha.cao@ucmerced.edu](mailto:ssha.cao@ucmerced.edu)