

SSHA Finance & Administrative Operations

Stewardship, Accountability and Compliance

Christine Tumonong

Assistant Dean, Finance & Administrative Operations and Chief Administrative Officer (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

45+ Lecturers

32 Staff

13 Payroll Departments

10 Departments

7 Graduate Groups

Center for the Humanities

Merritt Writing Program

All adds up to ~667 Accounts

- ▶ Account Management

- ▶ Dean's Operational

- ▶ Instructional

- ▶ Faculty Specific

- ▶ Incidentals

- ▶ Start Up

- ▶ Service Compensation

- ▶ Endowments

- ▶ Gifts

- ▶ Departmental Accounts

- ▶ Grad Group Operational Accounts

- ▶ SSHA Financial Aid Accounts



E319: Literature, Languages & Culture

Account Analyst: Brian Baker

PI Code = 0XOX

209-228-3609

bbaker9@ucm

***** IMPORTANT *****

Please Review Individual Project Tabs for Details of Expenditures, Liens & Projections

Contact SSHA Finance if Budgets or Expenses Are Not Accurate

SSHA Faculty

Summary of Funds at July 01, 2021

Oracle COA												
Entity	Fund	Financial/ HR Unit	Function	Program	Project Code	Worksheet Reference	Project Title	Expiration Date	Budget	Expenses	Future Expenses: Liens & Projections	Available Funds To Spend
1011	19900	E319000	40	000	INC0000xxx	Incidentals	Incidentals	\$9,000 Maximum Balance	\$1,500.00	\$435.00	\$400.00	\$665.00
1011	19900	E319000	44	000	SUP0000xxx	Startup	Startup Research Funds	6/30/2026	\$25,000.00	\$7,265.00	\$1,250.00	\$16,485.00

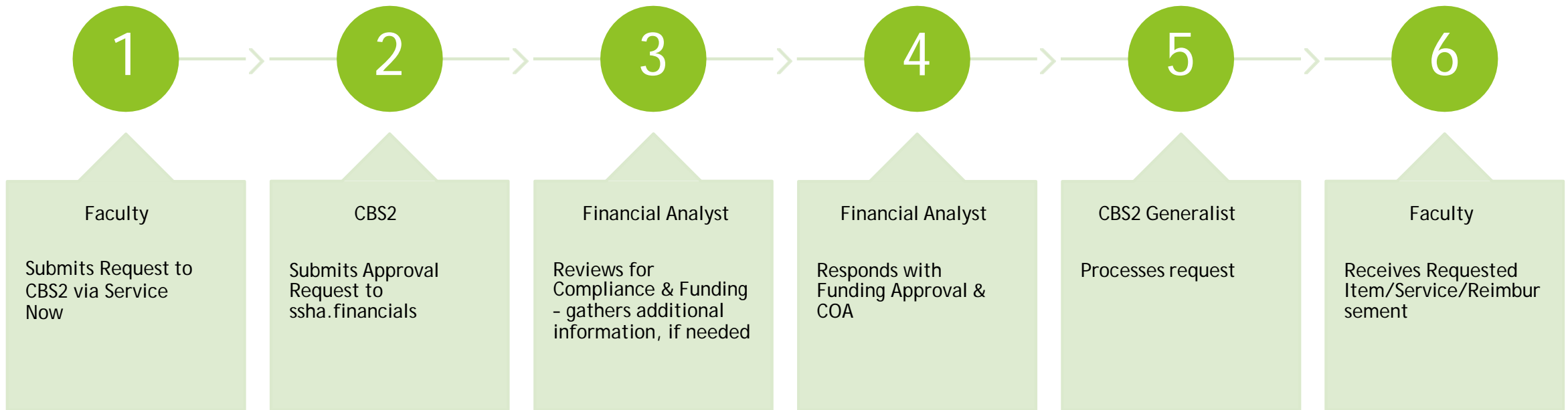
PLEASE REVIEW LEDGER DETAIL FOR ACCURACY

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

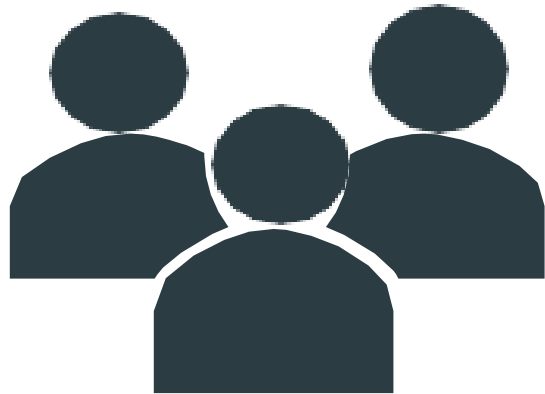
PROJECTIONS

	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) INCNT/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



CBS2 Approval Cycle

Operational Services



SSHA
Reception
Mail
Packages
Name plate



**Faculty Cellphones
and VOIP**



**Equipment Inventory:
Theft Sensitive Items**

Items over \$5,000.00 (Campus Inventory)

- Audit every 2 years
- 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)

▶ General SSHA Finance Email:
ssha.financial@ucmerced.edu

- ▶ Holly Werner, Financial Analyst
- ▶ Brian Baker, Financial Analyst
- ▶ Marta Holtz, Financial Analyst

▶ General SSHA Operations Email:
ssha.reception@ucmerced.edu

- ▶ Roberto Godinez, Administrative Officer
- ▶ Christine Tumonong
- ▶ Email: ssha.cao@ucmerced.edu



Roberto

Holly

Christine

Marta

Brian