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
Financial Summary as of: 07/31/19

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

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

*** Contact SSHA Finance if Budgets and Expenses Are Not Accurate ***
### Incidentals Summary as of July 31, 2019

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
<th>Expenses</th>
<th>Balance</th>
<th>Available Balance To Spend</th>
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</thead>
<tbody>
<tr>
<td>Salary</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Benefits</td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
</tr>
<tr>
<td>Supplies &amp; Expenses</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Travel</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Total</td>
<td>2,733.03</td>
<td>2,733.03</td>
<td>198.50</td>
<td>198.50</td>
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</table>

**PROJECTIONS**

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<tbody>
<tr>
<td>Salary</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Benefits</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>Supplies &amp; Expenses</td>
<td>$ 2,733.03</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>Travel</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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</tr>
</tbody>
</table>

**LEADER DETAILS FY19-20**

<table>
<thead>
<tr>
<th>RunDate</th>
<th>Fiscal_year</th>
<th>FAU</th>
<th>03 Total</th>
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<tbody>
<tr>
<td>8/15/2019</td>
<td>1920</td>
<td>FAU</td>
<td>6849</td>
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ACT Approval Cycle

1. Faculty
   Submits Request to A.C.T. via Service Now

2. A.C.T.
   Submits Approval Request to ssha.financials

3. Financial Analyst
   Reviews for Compliance & Funding - gathers additional information, if needed

4. Financial Analyst
   Responds with Funding Approval & FAU

5. A.C.T. Generalist
   Processes request

6. Faculty
   Receives Requested Item/Service/Reimbursement
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
  - Holly Werner, Financial Analyst
  - Brian Baker, Financial Analyst
  - Marta Holtz, Financial Analyst
- Roberto Godinez
  - Email: rgodinez2@ucmerced.edu
- Christine Tumonong
  - Email: ssha.cao@ucmerced.edu