



## **1.1 Introduction**

This manual is intended to provide an overview of the financial services and reporting processes at Collin County Community College District (the District). Recognizing the accounting policies and procedures are varied and numerous, this manual is not intended to cover every possible issue or situation that may arise. Should there be questions or if additional information is required about these procedures, contact Administrative Services at (972)-758-3820.

## **1.2 Purpose of Manual**

The purpose of the Business Administrative Services Procedures Manual is to provide appropriate guidelines to ensure all financial transactions meet Generally Accepted Accounting Principles (GAAP), state and federal laws and regulations.

## **1.3 Amending the Manual**

This manual contains the essential fiscal procedures of the District, as determined by the District Vice President of Administrative Services/CFO. Business Administrative Services will amend this manual when changes become necessary. A revision log will be maintained for each section. The log will note a summary of the change and the effective date.

## **1.4 Mission**

The mission of Business Administrative Services is to support the teaching and community-centered mission of the District by providing high quality, efficient and cost-effective business services to students, faculty, staff and administration.

In keeping with our commitment to our mission, we seek to provide:

- Reliable and relevant financial information
- Responsive, professional and courteous service
- Fiscal accountability and integrity
- Compliance with all applicable laws and regulations

## **1.5 Responsibilities**

Business Administrative Services is responsible for ensuring all accounting transactions are recorded accurately and timely in accordance with generally accepted accounting principles and all state and federal.

Business Administrative Services includes but is not limited to the following areas of responsibility:

- Accounting
- Grant Accounting
- Foundation Accounting
- Fixed Asset Accounting
- Payroll
- Accounts Payable
- Bursar
- Budget
- Investments

- Risk Management

## 1.6 Staffing

### Administrative Staff

- Ralph Hall, District Vice President of Administrative Services/Chief Financial Officer
- Julie Bradley, Associate Vice President/Controller
- Barbara Jindra, Associate Vice President/Financial Services
- Jennifer Gilchrist, Executive Assistant

### Accounting Staff

- Suzie Armstrong, Accountant
- Cindy Cammuse, Grants Manager
- Donna Cartmill, Accountant
- Angela Chapman, Grants Accountant
- Douglas Dodd, IS Manager
- Laura Henry, Grants Accountant
- Eva Jones, Accountant
- Roxanne Jones, Accounting Assistant
- Mary Jordan, Accountant
- Natalie Pegram, Fixed Asset Manager
- Ann Thompson, Budget Analyst

### Accounts Payable Staff

- Randy Novotny, Accounts Payable Supervisor
- Yvonne Hooper, AP Associate
- Lisa Morman, AP Associate
- Coleen Schwyzer, AP Associate

### Bursar

- Deanna Brown, Bursar
- Kathy Fitzgerald, CHEC Associate
- Lenora Gray, CHEC Associate
- Jonathan McAnally, CHEC Associate
- Dortha Culp, CHEC Associate
- Sammi Woodyard, AR Coordinator SCC
- Debbi Livingston, Cashier SCC
- Barbara Wilson, Cashier SCC
- Peggy Douglas, Cashier SCC
- Patty Blakeley, Cashier SCC
- Pam Fair, PRC
- Allison Leake, PRC
- Tonya Smith, CYC
- Linda Alred, CYC
- Brenda Cutler, CYC
- Danette Cooper, CPC

- Heather Glover, CPC
- Lynda Stiles, CPC

Payroll

- Donna Stoutley, Payroll Manager
- Rebecca Fenner, Assistant Payroll Manager
- Judy Ayres, Payroll Assistant
- Jai Campbell, Payroll Assistant