

Appendix C-1 Finance Risk Analysis Profile

The Department of Finance is one of six departments that make up the Division of Administration and Finance. Major functions can be summarized as follows:

1. Accounts Payable
2. Cashiering
3. Central Receiving
4. State Accounting
5. Financial Reporting
6. Travel
7. Account Verifications
8. Auditing Vouchers
9. PeopleSoft Financial Training
10. Property Inventory

Of the above tasks, those considered critical during an emergency interruption include Cashiering (the receipt and safekeeping of all receipts), Accounts Payable, and Central Receiving.

Immediately following the business interruption, the following personnel would have to be on site or at the alternate location:

- Comptroller
- Senior Accountant for Accounts Payable
- Accounting Clerk (for receiving emergency goods)
- Cashier (receipt & safekeeping for funds received)

State Accounting entries, Financial Reporting, Auditing, Training, Verifications and Travel are non-critical for up to 10 days.

Emergency Equipment needs immediately following the business interruption, within three business days, the following equipment and supplies would be needed:

- 1.) Two (2) PC's with network and internet access
- 2.) Standard Office Supplies
- 3.) A minimal work area for 4 people

General Impact Statement

The impact of the business interruption in the Finance department could have a critical effect on the safekeeping of funds as well as the accountability of funds received if the duration of the interruption is lengthy. Other department tasks are not as critical as those that affect the receipt and disbursement of funds.