



DELIVERING STRATEGIC SOLUTIONS ACCA'S 2000 ANNUAL MEETING
HOUSE COUNSEL ADMINISTRATIVE REVIEW

DATE:

OFFICE NAME:

MANAGING ATTORNEY:

OFFICE ADMINISTRATOR:

ADMINISTRATIVE DUTIES TO BE REVIEWED:

A. VOUCHER PROCESSING

1. METHOD USED: A)VOUCHER STAMP

B)COMPUTERIZED VOUCHER

C)WRITTEN

2. ACCOUNT CODES

3. AUTHORIZATION

4. TIMELINESS

5. FILING PROCEDURES

6. APPROPRIATE EXPENSES BEING VOUCHERED

7. TO WHOM SENT/METHOD

8. USAGE OF "GENERAL" VOUCHERS

9. OVERALL KNOWLEDGE OF PROCEDURES

B. DRAFT USAGE

1. APPROXIMATE MONTHLY USAGE

2. DRAFT PREPARATION PROCEDURES

3. SECURITY
4. TIMELINESS OF FORWARDING OF INPUT COPIES TO CLAIMS
5. APPROPRIATE EXPENSES PAID BY DRAFT
6. CASE ACCOUNTING SCREENS
7. DRAFT CONTROL LOGS/VOIDS
8. SIGNING AUTHORITY
9. OVERALL NOWL.EDGE OF PROCEDURES

C. MANAGER'S ACCOUNT

1. RECONCILIATIONS
 - a) TIMELINESS
 - b) PROCEDURES/FORM
 - a. STATEMENTS

EXHIBIT "D"

2. DEPOSITSCHECKS/REIMBURSEMENT FROM ACCTS.PAYABLE
3. FILING/SECURITY
4. SIGNING AUTHORITY
 5. OVERALL KNOWLEDGE OF PROCEDURES

D. FILE STORAGE - CROFS

1. PERSON ASSIGNED TO ORGANIZE/RECORD INVENTORY
2. USAGE OF CROFS INPUTTING PROCEDURES
3. TIME FRAMES FOR CROFS STORAGE IN PLACE
4. METHOD USED TO SHIP
5. RECORD/KEEPING
 6. OVERALL ENOWLEDGE OF PROCEDURES

E. COMPUTER SYSTEM/MITRATECH PROCEDURES

1. INPUTTING NEW FILES

- a) INITIAL INPUT/DISTRIBUTION PROCEDURES
 - b) SETTING CASE TYPES/SEVERITY
 - c) ANSWERS/TIMELINESS
2. TECHNICAL/SYSTEM SUPPORT/ADMIN PROCEDURES/BACKUPS
- a) PERSON IN OFFICE RESPONSIBLE
 - b) KNOWLEDGE OF EQUIPMENT
 - c) RECORDS OF PC EQUIPMENT
 - d)PROCUREMENT OF NEW EQUIPMENT
 - e) COMPUCOM/RECORDS/PROCEDURES
 - f) OVERALL KNOWLEDGE OF PROCEDURES

F. OFFICE SUPPLIES

1. PERSON RESPONSIBLE FOR ORDERING VIA FOCUS/FAX
2. RECORD/KEEPING FOR FUTURE ORDERS/FOLLOW-UP

G. PETTY CASH

1. SYSTEM IN PLACE
2. SECURITY
3. PROPER RETENTION OF RECEIPTS
4. REIMBURSEMENT TO MANAGER'S ACCOUNT
5. TOTAL DOLLARS IN PETTY CASH ACCOUNT WHEN REIMBURSED.
6. OVERALL KNOWLEDGE OF PROCEDURES

EXHIBIT "D"

H.

I. CLERICAL SUPPORT ASSOCIATES UNDER DIRECTION OF SUPERVISOR

1. # OF ASSOCIATES REPORTING TO SUPERVISOR
 2. PERFORMANCE APPRAISALS
- a) TIMELINESS

3. SALARY ADMINISTRATION

4. PIP PROGRAM -- KNOWLEDGE OF PROCEDURES

I. MANAGER'S PERSONNEL FILES

1. RETENTION OF DOCUMENTS

2. UPDATING OF MANAGER'S RECORD CARD

3. PERSON IN OFFICE RESPONSIBLE FOR MAINTENANCE OF MANAGER'S PERSONNEL FILES

J. ATTENDANCE PROCEDURES

1. ATTENDANCE CARDS - LOCATION/MAINTENANCE RESPONSIBILITY

2. PROPER DOCUMENTATION/VACATION DAYS/DISABILITY

3. KNOWLEDGE OF ATTENDANCE CODES/USAGE

4. RECORDING OF FMLA

5. WEEKLY ATTENDANCE SHEETS MAINTAINED, IF APPLICABLE

6. OVERALL KNOWLEDGE OF ATTENDANCE PROCEDURES

K. DISABILITY PROCEDURES

1. OFFICE SYSTEM IN PLACE/INITIAL NOTIFICATION

2. DISABILITY FORMS

a) LOCATION

b) PROPER AUTHORIZATION

c) PROCEDURE FOR REPORTING

1) TIMELINESS

2) RETURNS FROM DISABILITY

3) REPORTING TO PEDU PROCEDURES

3. FMLA PROCEDURES - REQUESTS FOR LEAVE OF ABSENCE

4. OVERALL KNOWLEDGE OF DISABILITY PROCEDURES

L. STAFFING PROCEDURES

1. TEMP AGENCY PROCEDURES
2. RECRUITING PROCEDURES
3. INTERVIEWING/TESTING OF APPLICANTS
 - a) ADMINISTRATION OF APPROPRIATE TESTS
 - b) SCORING OF TESTS

EXHIBIT "D"

- c) SCREENING/INTERVIEWING APPLICANTS
- d) RECOMMENDATIONS TO HRD
- e) REFERENCE CHECKS
- f) PROCEDURE FOR MEDICAL QUESTIONNAIRES CONDITIONAL OFFERS
- g) FINAL OFFERS START DATES

4. KNOWLEDGE OF ORIENTATION MATERIALS PROPER DOCUMENTS NECESSARY TO BE SUBMITTED TO HRD FOR NEW HIRES.

5. KNOWLEDGE OF HUMAN RESOURCES PERSONNEL FOR STAFFING

M. EMERGENCY PREPAREDNESS PLAN

1. LOCATION/ACCESSIBILITY/PROCEDURES

EXHIBIT "D"

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