## Cynthia Woods Mitchell Center for the Arts Baseline Standards FY 2015

			Person(s) (Name/Title)
	tion of Responsibility	Primary (Required)	Secondary (Optional)
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE		
STAND			
1	Ensuring the Departmental Policy and Procedures manual is	Vacant/ Administrative	
	current.	Coordinator	Karen Farber/Director
2	Updating the Baseline Standards Form.	Vacant/ Administrative	Andrea Short/Executive Director,
		Coordinator	College Business Operations
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Vacant/ Administrative	Andrea Short/Executive Director,
2	D ' ' ' ' '	Coordinator	College Business Operations Andrea Short/Executive Director,
2	Reviewing cost center verifications.	Isaac Davis/Assistant College	
	A	Business administrator	College Business Operations Andrea Short/Executive Director.
3	Approving cost center verifications.	Karen Farber/Director	,
		**	College Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.		Isaac Davis/Assistant College
ET 1 4 3 1	CLAL DEDODERING ENVENIENCE ED ANGA CENONG	Coordinator	Business administrator
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Vacant/ Administrative	Andrea Short/Executive Director,
	, ·	Coordinator	College Business Operations
2	Ensuring the validity of travel and expense reimbursements.	Vacant/ Administrative	Andrea Short/Executive Director,
		Coordinator	College Business Operations
3	Ensuring that goods and services are received and that timely	Vacant/ Administrative	Isaac Davis/Assistant College
	payment is made.	Coordinator	Business administrator
4	Ensuring correct account coding on purchases documents.	Isaac Davis/Assistant College	Andrea Short/Executive Director,
-	ggg r	Business administrator	College Business Operations
5	Primary contact for inquiries to expenditure transactions.	Vacant/ Administrative	Mary Duncan/College Business
	Trimary contact for inquiries to experience transactions.	Coordinator	Administrator
PAYRO	LL / HUMAN RESOURCES	Coordinator	
1	Ensuring all bi-weekly reported time and leave are approved		
	before the deadlines set by Payroll, so that the correct hours are	Vacant/ Administrative	Mary Duncan/College Business
	recorded and paid on each bi-weekly paycheck.	Coordinator	Administrator
2	Ensuring all monthly leave is recorded accurately and approved	Vacant/ Administrative	Mary Duncan/College Business
2	before the deadlines set by Payroll.	Coordinator	Administrator
3	Ensuring all TRAM high level exceptions are corrected in a	Vacant/ Administrative	Mary Duncan/College Business
3	timely manner prior to Payroll deadlines.	Coordinator	Administrator
4	Ensuring all Time Reporters (new employees and transfers) are	Vacant/ Administrative	Andrea Short/Executive Director.
+	assigned to Time Approvers in TRAM.	Coordinator	College Business Operations
5	Reconciling approved reported time and leave (bi-weekly &	Coordinator	Conege Business Operations
3	monthly employees) and ePARs (biweekly & monthly		
	employees) to the trial and final payroll verification reports and	Vacant/ Administrative	Mary Duncan/College Business
	off-cycle payrolls	Coordinator	Administrator
6	Completing termination ePAR's within 24 hours of termination		
6		Vacant/ Administrative	Mary Duncan/College Business
7	and completing the termination clearance form.  Ensuring terminated employees are no longer charged to	Coordinator Vacant/ Administrative	Administrator  Mary Duncan/College Business
/			Administrator
0	departmental cost centers.	Coordinator Vacant/ Administrative	Andrea Short/Executive Director,
8	Maintaining deportmental personnel files		·
C	Maintaining departmental personnel files.	Coordinator	College Business Operations
9		Vacant/ Administrative	Andrea Short/Executive Director,
	Consistent and efficient responses to inquiries.	Coordinator	College Business Operations
10	Hire ePAR's should be processed at least 1 week prior to start	Vacant/ Administrative	Mary Duncan/College Business
	date.	Coordinator	Administrator
11	Ensure all security access requests and training courses are	Vacant/ Administrative	Andrea Short/Executive Director,
	completed 48 hours prior to necessary access changes.	Coordinator	College Business Operations

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	ption of Responsibility	Responsible Person(s) (Name/Title)	
Descrip		Primary (Required)	Secondary (Optional)
CASH I	HANDLING		
1	Collecting cash, checks, etc.	Vacant/ Administrative	Isaac Davis/Assistant College
1	Confecting cash, checks, etc.	Coordinator	Business administrator
2	Reconciling cash, checks, etc. to receipts.	Vacant/ Administrative	Isaac Davis/Assistant College
2	Reconcining cash, checks, etc. to receipts.	Coordinator	Business administrator
3	Preparing deposits.	Vacant/ Administrative	Isaac Davis/Assistant College
3	Treparing deposits.	Coordinator	Business administrator
4	Preparing Journal Entries.	Vacant/ Administrative	Isaac Davis/Assistant College
4	Treparing Journal Entries.	Coordinator	Business administrator
5	Verifying deposits posted correctly in the Finance System.	Vacant/ Administrative	Isaac Davis/Assistant College
J	verifying deposits posted correctly in the 1 manee bystem.	Coordinator	Business administrator
6	Adequacy of physical safeguards of cash receipts and	Vacant/ Administrative	Isaac Davis/Assistant College
O	equivalent.	Coordinator	Business administrator
7	Secure deposits via UHDPS to Student Financial Services.	Vacant/ Administrative	Isaac Davis/Assistant College
,	becare deposits via OTIDI 5 to Student I manetar Services.	Coordinator	Business administrator
8	Ensuring deposits are made timely.	Vacant/ Administrative	Isaac Davis/Assistant College
o	Ensuring deposits are made timery.	Coordinator	Business administrator
9	Ensuring all employees who handle cash have completed Cash	Vacant/ Administrative	Business administrator
7	Security Procedures or Cash Deposit and Security Procedures	Coordinator	Isaac Davis/Assistant College
	training.	Coordinator	Business administrator
10	Updating Cash Handling Procedures as needed.	Vacant/ Administrative	Andrea Short/Executive Director,
10	Updating Cash Handling Procedures as needed.		
11	Distribution of Coal Handling Days down to small coal the	Coordinator	College Business Operations Andrea Short/Executive Director,
11	Distribution of Cash Handling Procedures to employees who	Vacant/ Administrative	
10	handle cash.	Coordinator	College Business Operations Isaac Davis/Assistant College
12	Consistent and efficient responses to inquiries.	Vacant/ Administrative	Business administrator
PETTY	CASH	Coordinator	Business administrator
2111	CABAT		
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each	N/A	
CONTR	disbursement.		
CONTR	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Vacant/ Administrative	Andrea Short/Executive Director,
1	administration policies/procedures.	Coordinator	College Business Operations
PROPE	RTY MANAGEMENT	Coordinator	Conege Business Operations
KOI L	KII MANAGEMENI		
1	Performing the annual inventory.	Frank Houston/ College IT Manager	Vacant/ Administrative Coordinator
2	Ensuring the annual inventory was completed correctly.	Frank Houston/ College IT	Vacant/ Administrative Coordinator
2	Ensuring the aimual inventory was completed correctly.	Manager	Vacanti Administrative Coordinator
3	Tagging equipment.	Frank Houston/ College IT	Vacant/ Administrative Coordinator
		Manager	
4	Approving requests for removal of equipment from campus.	Frank Houston/ College IT Manager	Vacant/ Administrative Coordinator
DISCLO	SURE FORMS		
1	Ensuring all employees with purchasing influence complete the	Vacant/ Administrative	Andrea Short/Executive Director,
	annual Related Party disclosure statement online.	Coordinator	College Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Vacant/ Administrative	Andrea Short/Executive Director,
	complete the Consulting disclosure statement online.	Coordinator	College Business Operations
3	Ensuring that all Principal and Co-Principal Investigators	Vacant/ Administrative	Isaac Davis/Assistant College
		C1:	In a second
	complete the annual Conflict of Interest disclosure statement for	Coordinator	Business administrator

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Descri	otion of Responsibility	Primary (Required)	Secondary (Optional)
ACCO	UNTS RECEIVABLE		
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive	Vacant/ Administrative	Isaac Davis/Assistant College
	fund equity at year-end.	Coordinator	Business administrator
2	Ensuring that research expenditures are covered by funds from	Vacant/ Administrative	Andrea Short/Executive Director,
	sponsors.	Coordinator	College Business Operations
DEPAI	RTMENTAL COMPUTING		
1	Management of the departments' information technology	Frank Houston/ College IT	
	resources.	Manager	Vacant/ Administrative Coordinator
2	Ensuring that critical data back up occurs.	Frank Houston/ College IT	
	_	Manager	Vacant/ Administrative Coordinator
3	Ensuring that procedures such as password controls are	Frank Houston/ College IT	
	followed.	Manager	Vacant/ Administrative Coordinator
4	Reporting of suspected security violations.	Frank Houston/ College IT	
		Manager	Vacant/ Administrative Coordinator

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