

Moore School of Music
Baseline Standards
FY 2015

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Elizabeth Shepard, DBA	Omar Sheikh, Admin. Coordinator
2	Updating the Baseline Standards Form.	Elizabeth Shepard, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Elizabeth Shepard, DBA	Omar Sheikh, Admin. Coordinator
2	Reviewing cost center verifications.	Elizabeth Shepard, DBA	
3	Approving cost center verifications.	Andrew Davis, Director	
4	Ensuring all cost centers are verified/approved on a timely basis.	Elizabeth Shepard, DBA	Omar Sheikh, Admin. Coordinator
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Elizabeth Shepard, DBA	Omar Sheikh, Admin. Coordinator
2	Ensuring the validity of travel and expense reimbursements.	Omar Sheikh, Admin. Coordinator	Elizabeth Shepard, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Omar Sheikh, Admin. Coordinator	Elizabeth Shepard, DBA
4	Ensuring correct account coding on purchases documents.	Omar Sheikh, Admin. Coordinator	Elizabeth Shepard, DBA
5	Primary contact for inquiries to expenditure transactions.	Omar Sheikh, Admin. Coordinator	Elizabeth Shepard, DBA
PAYROLL / HUMAN RESOURCES			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Elizabeth Shepard, DBA	Omar Sheikh, Admin. Coordinator
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Elizabeth Shepard, DBA	Omar Sheikh, Admin. Coordinator
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Elizabeth Shepard, DBA	Omar Sheikh, Admin. Coordinator
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Elizabeth Shepard, DBA	Omar Sheikh, Admin. Coordinator
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls	Shaterica Washington, Office Coord	Elizabeth Shepard, DBA
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Shaterica Washington, Office Coord	Elizabeth Shepard, DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Shaterica Washington, Office Coord	Elizabeth Shepard, DBA
8	Maintaining departmental personnel files.	Shaterica Washington, Office Coord.	Elizabeth Shepard, DBA
9	Consistent and efficient responses to inquiries.	Shaterica Washington, Office Coord.	Elizabeth Shepard, DBA
10	Hire ePAR's should be processed at least 1 week prior to start date.	Shaterica Washington, Office Coord.	Elizabeth Shepard, DBA
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Elizabeth Shepard, DBA	Shaterica Washington, Office Coord.

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CASH HANDLING			
1	Collecting cash, checks, etc.	Omar Sheikh, Admin. Coordinator	Shaterica Washington, Office Coord.
2	Reconciling cash, checks, etc. to receipts.	Omar Sheikh, Admin. Coordinator	Shaterica Washington, Office Coord.
3	Preparing deposits.	Omar Sheikh, Admin. Coordinator	Shaterica Washington, Office Coord.
4	Preparing Journal Entries.	Omar Sheikh, Admin. Coordinator	Shaterica Washington, Office Coord.
5	Verifying deposits posted correctly in the Finance System.	Elizabeth Shepard, DBA	Omar Sheikh, Admin. Coordinator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Elizabeth Shepard, DBA	Omar Sheikh, Admin. Coordinator
7	Secure deposits via UHDPS to Student Financial Services.	Omar Sheikh, Admin. Coordinator	Shaterica Washington, Office Coord.
8	Ensuring deposits are made timely.	Omar Sheikh, Admin. Coordinator	Carol Risinger, Admin. Coord.
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Elizabeth Shepard, DBA	
10	Updating Cash Handling Procedures as needed.	Elizabeth Shepard, DBA	Carol Risinger, Admin. Coord.
11	Distribution of Cash Handling Procedures to employees who handle cash.	Elizabeth Shepard, DBA	Carol Risinger, Admin. Coord.
12	Consistent and efficient responses to inquiries.	Omar Sheikh, Admin. Coordinator	Elizabeth Shepard, DBA
PETTY CASH			
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 disbursement.	N/A	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Carol Risinger, Admin. Coord.	Elizabeth Shepard, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Edwin Richardson, USS2	
2	Ensuring the annual inventory was completed correctly.	Edwin Richardson, USS2	Elizabeth Shepard, DBA
3	Tagging equipment.	Edwin Richardson, USS2	
4	Approving requests for removal of equipment from campus.	Edwin Richardson, USS2	Elizabeth Shepard, DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Lynn Lamkin, Assoc. Director	Elizabeth Shepard, DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Lynn Lamkin, Assoc. Director	Elizabeth Shepard, DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Elizabeth Shepard, DBA	Lynn Lamkin, Assoc. Director

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	Omar Sheikh, Admin. Coord.	Elizabeth Shepard, DBA
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Andrew Davis, Director	Elizabeth Shepard, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Elizabeth Shepard, DBA	Andrew Davis, Director
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Edwin Richardson, USS2	
2	Ensuring that critical data back up occurs.	Edwin Richardson, USS2	
3	Ensuring that procedures such as password controls are followed.	Edwin Richardson, USS2	
4	Reporting of suspected security violations.	Edwin Richardson, USS2	