African American Studies
Baseline Standards
FY 2016

	Description of Responsibility	Primary (Required)	Secondary (Optional)
		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Angela Williams (DBA)	
2	Updating the Baseline Standards Form.	Angela Williams (DBA)	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Angela Williams (DBA)	
2	Reviewing cost center verifications.	James Conyers (Director)	
3	Approving cost center verifications.	James Conyers (Director)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Micki Miles (Excc. Dir Bud/Admin)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	James Conyers (Director)	
2	Ensuring the validity of travel and expense reimbursements.	Angela Williams (DBA)	
3	Ensuring that goods and services are received and that timely payment is made.	Angela Williams (DBA)	
4	Ensuring correct account coding on purchases documents.	Angela Williams (DBA)	
5	Primary contact for inquiries to expenditure transactions.	Angela Williams (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.	Angela Williams (DBA)	
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	James Conyers (Director)	
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Angela Williams (DBA)	
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Angela Williams (DBA)	
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	Angela Williams (DBA)	
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Angela Williams (DBA)	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Angela Williams (DBA)	
8	Maintaining departmental personnel files.	Mary Sias (Office Coord.)	Irene Ray (Secretary II)
9	Consistent and efficient responses to inquiries.	Angela Williams (DBA)	Mary Duncan (CBA)
10	Hire ePAR's should be processed at least 1 week prior to start date.	Angela Williams (DBA)	
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Angela Williams (DBA)	Micki Miles(Exec. Dir Bud/Admin)

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CASH HANDLING			
1	Collecting cash, checks, etc.	Mary Sias (Office Coord.)	Irene Ray (Secretary II)
2	Reconciling cash, checks, etc. to receipts.	Mary Sias (Office Coord.)	Irene Ray (Secretary II)
3	Preparing deposits.	Mary Sias (Office Coord.)	
4	Preparing Journal Entries.	Mary Sias (Office Coord.)	
5	Verifying deposits posted correctly in the Finance System.	Angela Williams (DBA)	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Mary Sias (Office Coord.)	
7	Secure deposits via UHDPS to Student Financial Services.	Angela Williams (DBA)	
8	Ensuring deposits are made timely.	Mary Sias (Office Coord.)	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Angela Williams (DBA)	
10	Updating Cash Handling Procedures as needed.	Angela Williams (DBA)	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Angela Williams (DBA)	
12	Consistent and efficient responses to inquiries.	Mary Sias (Office Coord.)	Angela Williams (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.	Angela Williams (DBA)	Micki Miles(Exec. Dir Bud/Admin)
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	James Conyers (Director)	Mary Sias (Office Coord.)
2	Ensuring the annual inventory was completed correctly.	James Conyers (Director)	Mary Sias (Office Coord.)
3	Tagging equipment.	Irene Ray (Secretary II)	Mary Sias (Office Coord.)
4	Approving requests for removal of equipment from campus.	James Conyers (Director)	Angela Williams (DBA)

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	DISCLOSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Angela Williams (DBA)	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Angela Williams (DBA)	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Angela Williams (DBA)	
	ACCOUNTS RECEIVABLE		
1	Extending of credit.	N.A.	
2	Billing.	N.A.	
3	Collection.	N.A.	
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.	Angela Williams (DBA)	Isaac Davis (ABA_Finance)
2	Ensuring that research expenditures are covered by funds from sponsors.	Angela Williams (DBA)	Isaac Davis (ABA_Finance)
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Frank Houston (CLASS IT Manager)	
2	Ensuring that critical data back up occurs.	Frank Houston (CLASS IT Manager)	
3	Ensuring that procedures such as password controls are followed.	Frank Houston (CLASS IT Manager)	
4	Reporting of suspected security violations.	Frank Houston (CLASS IT Manager)	