

Moores School of Music
Baseline Standards
FY 2016

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.	Kristin Deville, DBA	Omar Sheikh, Admin. Coordinator
2	Updating the Baseline Standards Form.	Kristin Deville, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Kristin Deville, DBA	Omar Sheikh, Admin. Coordinator
2	Reviewing cost center verifications.	Kristin Deville, DBA	
3	Approving cost center verifications.	Andrew Davis, Director	
4	Ensuring all cost centers are verified/approved on a timely basis.	Kristin Deville, DBA	Omar Sheikh, Admin. Coordinator
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Kristin Deville, DBA	Omar Sheikh, Admin. Coordinator
2	Ensuring the validity of travel and expense reimbursements.	Omar Sheikh, Admin. Coordinator	Kristin Deville, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Omar Sheikh, Admin. Coordinator	Kristin Deville, DBA
4	Ensuring correct account coding on purchases documents.	Omar Sheikh, Admin. Coordinator	Kristin Deville, DBA
5	Primary contact for inquiries to expenditure transactions.	Omar Sheikh, Admin. Coordinator	Kristin Deville, 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.	Kristin Deville, DBA	Omar Sheikh, Admin. Coordinator
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Kristin Deville, DBA	Omar Sheikh, Admin. Coordinator
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Kristin Deville, DBA	Omar Sheikh, Admin. Coordinator
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Kristin Deville, 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	Sarah Hardin, Office Coord.	Kristin Deville, DBA
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Sarah Hardin, Office Coord.	Kristin Deville, DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Sarah Hardin, Office Coord.	Kristin Deville, DBA
8	Maintaining departmental personnel files.	Sarah Hardin, Office Coord.	Kristin Deville, DBA
9	Consistent and efficient responses to inquiries.	Sarah Hardin, Office Coord.	Kristin Deville, DBA
10	Hire ePAR's should be processed at least 1 week prior to start date.	Sarah Hardin, Office Coord.	Kristin Deville, DBA
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Kristin Deville, DBA	Sarah Hardin, Office Coord.

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CASH HANDLING			
1	Collecting cash, checks, etc.	Omar Sheikh, Admin. Coordinator	Sarah Hardin, Office Coord.
2	Reconciling cash, checks, etc. to receipts.	Omar Sheikh, Admin. Coordinator	Sarah Hardin, Office Coord.
3	Preparing deposits.	Omar Sheikh, Admin. Coordinator	Sarah Hardin, Office Coord.
4	Preparing Journal Entries.	Omar Sheikh, Admin. Coordinator	Sarah Hardin, Office Coord.
5	Verifying deposits posted correctly in the Finance System.	Kristin Deville, DBA	Omar Sheikh, Admin. Coordinator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Kristin Deville, DBA	Omar Sheikh, Admin. Coordinator
7	Secure deposits via UHDPS to Student Financial Services.	Omar Sheikh, Admin. Coordinator	Sarah Hardin, 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.	Kristin Deville, DBA	
10	Updating Cash Handling Procedures as needed.	Kristin Deville, DBA	Carol Risinger, Admin. Coord.
11	Distribution of Cash Handling Procedures to employees who handle cash.	Kristin Deville, DBA	Carol Risinger, Admin. Coord.
12	Consistent and efficient responses to inquiries.	Omar Sheikh, Admin. Coordinator	Kristin Deville, 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.	Sarah Hardin, Office Coord.	Kristin Deville, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Kristin Deville, DBA	
2	Ensuring the annual inventory was completed correctly.	Kristin Deville, DBA	
3	Tagging equipment.	Kristin Deville, DBA	
4	Approving requests for removal of equipment from campus.	Kristin Deville, DBA	

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Kristin Deville, DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Kristin Deville, DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Kristin Deville, DBA	Omar Sheikh, Admin. Coord.
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	Omar Sheikh, Admin. Coord.	Kristin Deville, 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	Kristin Deville, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Kristin Deville, 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	