Baseline Standards
African America Studies -H0094
FY 2019

		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.	James R. McKee	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Dormese Senegal (Office Coordinatore)	Angela Williams (DBA)
2	Ensuring the validity of travel and expense reimbursements.	Dormese Senegal (Office Coordinatore)	Angela Williams (DBA)
3	Ensuring that goods and services are received and that timely payment is made.	Dormese Senegal (Office Coordinatore)	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 and approved before the deadlines set by Payroll.	James Conyers (Director)	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Angela Williams (DBA)	
4	Completing termination clearance procedures.	Angela Williams (DBA)	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Angela Williams (DBA)	
6	Maintaining departmental Personnel files.	Dormese Senegal (Office Coordinatore)	Tanaj Simmons (Exec. Dir. Bus/Admin)
7	Ensuring valid authorization of new hires.	Angela Williams (DBA)	
8	Ensuring valid authorization of changes in compensation rates.	Angela Williams (DBA)	James R. McKee
9	Ensuring the accurate input of changes to the HR System.	Angela Williams (DBA)	
10	Consistent and efficient responses to inquiries.	Angela Williams (DBA)	Mary Duncan (CBA)

Description of Responsibility		Responsible Person(s) (Name/Title)	
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CASH HANDLING			
1	Collecting cash, checks, etc.	Dormese Senegal (Office Coordinatore)	Tanaj Simmons (Exec. Dir. Bus/Admin)
2	Reconciling cash, checks, etc. to receipts.	Dormese Senegal (Office Coordinatore)	Tanaj Simmons (Exec. Dir. Bus/Admin)
3	Preparing deposits.	Dormese Senegal (Office Coordinatore)	
4	Preparing Journal Entries.	Dormese Senegal (Office Coordinatore)	
5	Verifying deposits posted correctly in the Finance System.	Angela Williams (DBA)	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Dormese Senegal (Office Coordinatore)	Tanaj Simmons (Exec. Dir. Bus/Admin)
7	Secure deposits via UHDPS to Student Financial Services.	Dormese Senegal (Office Coordinatore)	
8	Ensuring deposits are made timely.	Dormese Senegal (Office Coordinatore)	
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.	Dormese Senegal (Office Coordinatore)	Angela Williams (DBA)
PETTY CASH			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than $100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Angela Williams (DBA)	James R. McKee
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Tanja Simmons (Admin Assit)	
2	Ensuring the annual inventory was completed correctly.	James Conyers (Director)	Angela Williams (DBA)
3	Tagging equipment.	Tanja Simmons (Admin Assit)	
4	Approving requests for removal of equipment from campus.	James Conyers (Director)	Angela Williams (DBA)
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)	

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ACCOUNTS 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	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Angela Williams (DBA)	
2	Ensuring that research expenditures are covered by funds from sponsors.	Angela Williams (DBA)	
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)	