School of Theatre and Dance Baseline Standards FY 2017

		Responsible Person(s) (Name/Title)		
Descrip	otion of Responsibility	Primary (Required)	Secondary (Optional)	
DEPAF	TMENTAL POLICIES & PROCEDURES / BASELINE			
STANE	DARDS			
1	Ensuring the Departmental Policy and Procedures manual is	Isaac Davis, Asst. Dir Business	Ornela Santee, Dir. College Business	
	current.	Operations	Operations	
2	Updating the Baseline Standards Form.	Isaac Davis, Asst. Dir Business	Ornela Santee, Dir. College Business	
		Operations	Operations	
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Isaac Davis, Asst. Dir Business	Vacant	
		Operations		
2	Reviewing cost center verifications.	Isaac Davis, Asst. Dir Business	Dr. Robert Shimko, Director	
2	· · · · · · · · · · · · · · · · · · ·	Operations		
3	Approving cost center verifications.	Isaac Davis, Asst. Dir Business	Dr. Robert Shimko, Director	
		Operations		
4	Ensuring all cost centers are verified/approved on a timely basis.		Dr. Robert Shimko, Director	
		Operations		
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Isaac Davis, Asst. Dir Business	Dr. Robert Shimko, Director	
1	Ensuring valie autorization of parenase documents.	Operations	Di. Robert Simiko, Director	
2	Ensuring the validity of travel and expense reimbursements.	Isaac Davis, Asst. Dir Business	Dr. Robert Shimko, Director	
2	Ensuring the valuary of daver and expense remistrisements.	Operations	Di. Robert Simiko, Director	
3	Ensuring that goods and services are received and that timely	Vacant	Isaac Davis, Asst. Dir Business	
3	payment is made.	vacant	Operations	
4	Ensuring correct account coding on purchases documents.	Vacant	Isaac Davis, Asst. Dir Business	
-	Ensuring correct account county on purchases documents.	vacant	Operations	
5	Primary contact for inquiries to expenditure transactions.	Vacant	Isaac Davis, Asst. Dir Business	
5	i initiary contact for inquiries to expenditure transactions.	vacant	Operations	
PAYRO	DLL / HUMAN RESOURCES		Operations	
1	Ensuring all bi-weekly reported time and leave are approved	Isaac Davis, Asst. Dir Business	Isaac Davis, Asst. Dir Business	
	before the deadlines set by Payroll, so that the correct hours are	Operations	Operations	
	recorded and paid on each bi-weekly paycheck.			
2	Ensuring all monthly leave is recorded accurately and approved	Isaac Davis, Asst. Dir Business	Isaac Davis, Asst. Dir Business	
_	before the deadlines set by Payroll.	Operations	Operations	
3	Ensuring all TRAM high level exceptions are corrected in a	Isaac Davis, Asst. Dir Business	Isaac Davis, Asst. Dir Business	
-	timely manner prior to Payroll deadlines.	Operations	Operations	
4	Ensuring all Time Reporters (new employees and transfers) are	Isaac Davis, Asst. Dir Business	Isaac Davis, Asst. Dir Business	
-	assigned to Time Approvers in TRAM.	Operations	Operations	
5	Reconciling approved reported time and leave (bi-weekly &	Isaac Davis, Asst. Dir Business	Isaac Davis, Asst. Dir Business	
2	monthly employees) and ePARs (biweekly & monthly	Operations	Operations	
	employees) to the trial and final payroll verification reports and	operations	operations	
	off-cycle payrolls			
6	Completing termination ePAR's within 24 hours of termination	Isaac Davis Asst Dir Business	Isaac Davis, Asst. Dir Business	
Ŭ	and completing the termination clearance form.	Operations	Operations	
7	Ensuring terminated employees are no longer charged to	Isaac Davis, Asst. Dir Business	Isaac Davis, Asst. Dir Business	
,	departmental cost centers.	Operations	Operations	
8		Isaac Davis, Asst. Dir Business	Isaac Davis, Asst. Dir Business	
0	Maintaining departmental personnel files.	Operations	Operations	
9	Frankanning departmentar personner mes.	Vacant	Isaac Davis, Asst. Dir Business	
7	Consistent and efficient responses to inquiries.	, acam		
10	Hire ePAR's should be processed at least 1 week prior to start	Isaac Davis, Asst. Dir Business	Operations Isaac Davis, Asst. Dir Business	
	date. Ensure all security access requests and training courses are	Operations	Operations	
11		Isaac Davis, Asst. Dir Business		
[completed 48 hours prior to necessary access changes.	Operations		

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			son(s) (Name/Title)
Descrip	otion of Responsibility	Primary (Required)	Secondary (Optional)
CASH	HANDLING		
1	Collecting cash, checks, etc.	Joyce Murray, Box Office	Isaac Davis, Asst. Dir Business
1	concerning cush, enceks, etc.	Coordinator	Operations
2	Reconciling cash, checks, etc. to receipts.	Joyce Murray, Box Office	Isaac Davis, Asst. Dir Business
2	Reconcining cash, checks, etc. to receipts.	Coordinator	Operations
3	Preparing deposits.	Julian Waneck\Office Coordinator	Isaac Davis, Asst. Dir Business
5	repaing deposits.	Julian Walleek Office Coordinator	Operations
4	Preparing Journal Entries.	Vacant	Isaac Davis, Asst. Dir Business
•			Operations
5	Verifying deposits posted correctly in the Finance System.	Isaac Davis, Asst. Dir Business	
	, , , , , , , , , , , , , , , , , , ,	Operations	
6	Adequacy of physical safeguards of cash receipts and	Joyce Murray, Box Office	Isaac Davis, Asst. Dir Business
	equivalent.	Coordinator	Operations
7	Secure deposits via UHDPS to Student Financial Services.	Vacant	Isaac Davis, Asst. Dir Business
			Operations
8	Ensuring deposits are made timely.	Isaac Davis, Asst. Dir Business	Isaac Davis, Asst. Dir Business
0		Operations	Operations
9	Ensuring all employees who handle cash have completed Cash	Isaac Davis, Asst. Dir Business	Isaac Davis, Asst. Dir Business
,	Security Procedures or Cash Deposit and Security Procedures	Operations	Operations
	training.	Operations	Operations
10	Updating Cash Handling Procedures as needed.	Isaac Davis, Asst. Dir Business	Isaac Davis, Asst. Dir Business
10	Opdating Cash Handling Flocedures as needed.	Operations	Operations
11	Distribution of Cash Handling Procedures to employees who	Isaac Davis, Asst. Dir Business	Isaac Davis, Asst. Dir Business
11	C 1	,	'
10	handle cash.	Operations	Operations
12	Consistent and efficient responses to inquiries.	Joyce Murray, Box Office	Isaac Davis, Asst. Dir Business
		Coordinator	Operations
PETTY	CASH		
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
2	Energia energia en la distance en esta de ferra de service sinci	NT/A	
3	Ensuring petty cash disbursements are made for only authorized	N/A	
4	purposes. Approving petty cash disbursements.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
3	Replenishing the petty cash fund timery.	N/A	
6	Ensuring the petty cash fund is balanced after each	N/A	
0	• • •	N/A	
CONT	disbursement. RACT ADMINISTRATION		
CONTR	KACI ADMINISTRATION		
1	Encycling demonstration and a contract with contract	Issas Davis Asst Dir Dusiness	Ormala Santaa, Din Callaga Duainaaa
1	Ensuring departmental personnel comply with contract	Isaac Davis, Asst. Dir Business	Ornela Santee, Dir. College Business
חססס	administration policies/procedures. RTY MANAGEMENT	Operations	Operations
FROPE			
1	Derforming the engul investory	Isaaa Davia Asst Dizester	Edwin Dichordson, Callere IT
1	Performing the annual inventory.	Isaac Davis, Asst. Director	Edwin Richardson, College IT
2	Enouging the opposition of the second s	Jacob Davia Apat Director	Manager Edwin Richardson, College IT
2	Ensuring the annual inventory was completed correctly.	Isaac Davis, Asst. Director	
2	Tagging anviewant	Jacob Davia Acat Dia 1	Manager
3	Tagging equipment.	Isaac Davis, Asst. Director	Edwin Richardson, College IT
			Manager
4	Approving requests for removal of equipment from campus.	Isaac Davis, Asst. Director	Edwin Richardson, College IT
DIGG			Manager
DISCL	OSURE FORMS		
	n		
	Ensuring all employees with purchasing influence complete the	Isaac Davis, Asst. Dir Business	Ornela Santee, Dir. College Business
1		Operations	Operations
	annual Related Party disclosure statement online.		
1	Ensuring all full time, benefits eligible, exempt faculty and staff		Ornela Santee, Dir. College Business
			Ornela Santee, Dir. College Business Operations
	Ensuring all full time, benefits eligible, exempt faculty and staff	Isaac Davis, Asst. Dir Business	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Isaac Davis, Asst. Dir Business Operations Isaac Davis, Asst. Dir Business	Operations

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Description of Responsibility		Primary (Required)	Secondary (Optional)
	UNTS RECEIVABLE		
		57/A	
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	
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive	Isaac Davis, Asst. Dir Business	Ornela Santee, Dir. College Business
	fund equity at year-end.	Operations	Operations
2	Ensuring that research expenditures are covered by funds from	Isaac Davis, Asst. Dir Business	Ornela Santee, Dir. College Business
	sponsors.	Operations	Operations
DEPA	RTMENTAL COMPUTING		
1	Management of the departments' information technology		Isaac Davis, Asst. Dir Business
	resources.		Operations
2	Ensuring that critical data back up occurs.		Isaac Davis, Asst. Dir Business
			Operations
3	Ensuring that procedures such as password controls are		Isaac Davis, Asst. Dir Business
	followed.		Operations
4	Reporting of suspected security violations.	Isaac Davis, Asst. Dir Business	Edwin Richardson, College IT
		Operations	Manager