

School of Art-H0083  
Baseline Standards  
FY 2018

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
2	Updating the Baseline Standards Form.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
2	Reviewing cost center verifications.	M. Beckham Dossett (Director)	Ornela Santee, Dir, College Business Operations
3	Approving cost center verifications.	M. Beckham Dossett (Director)	Ornela Santee, Dir, College Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Andrea Johnson (Admin. Asst.)	Natashia Craft (DBA)
2	Ensuring the validity of travel and expense reimbursements.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
3	Ensuring that goods and services are received and that timely payment is made.	Andrea Johnson (Admin. Asst.)	Natashia Craft (DBA)
4	Ensuring correct account coding on purchases documents.	Andrea Johnson (Admin. Asst.)	Natashia Craft (DBA)
5	Primary contact for inquiries to expenditure transactions.	Andrea Johnson (Admin. Asst.)	Natashia Craft (DBA)
<b>PAYROLL / HUMAN RESOURCES</b>			
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.	Time Approvers, Andrea Johnson, Natashia Craft	Ornela Santee, Dir, College Business Operations
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Time Approvers, Natashia Craft	Ornela Santee, Dir, College Business Operations
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Andrea Johnson (bi-weekly) Natashia Craft (monthly)	Ornela Santee, Dir, College Business Operations
4	Completing termination clearance procedures.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
6	Maintaining departmental Personnel files.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
7	Ensuring valid authorization of new hires.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
8	Ensuring valid authorization of changes in compensation rates.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
9	Ensuring the accurate input of changes to the HR System.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
10	Consistent and efficient responses to inquiries.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Andrea Johnson (Admin. Asst.)	Natashia Craft (DBA)
2	Reconciling cash, checks, etc. to receipts.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
3	Preparing deposits.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
4	Preparing Journal Entries.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
5	Verifying deposits posted correctly in the Finance System.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
7	Secure deposits via UHDPSS to Student Financial Services.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
8	Ensuring deposits are made timely.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
10	Updating Cash Handling Procedures as needed.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
12	Consistent and efficient responses to inquiries.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
<b>PETTY CASH</b>			
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	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Joseph Lazzaro (Micro Analyst 2)	Paul Rousse, Asst Dir, Facility Operations
2	Ensuring the annual inventory was completed correctly.	Joseph Lazzaro (Micro Analyst 2)	Paul Rousse, Asst Dir, Facility Operations
3	Tagging equipment.	Joseph Lazzaro (Micro Analyst 2)	Paul Rousse, Asst Dir, Facility Operations
4	Approving requests for removal of equipment from campus.	Joseph Lazzaro (Micro Analyst 2)	Paul Rousse, Asst Dir, Facility Operations
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations

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<b>ACCOUNTS RECEIVABLE</b>			
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	
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Natashia Craft (DBA)	Ornela Santee, Dir, College Business Operations
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Joseph Lazzaro (Micro Analyst 2)	Paul Rousse, Asst Dir, Facility Operations
2	Ensuring that critical data back up occurs.	Joseph Lazzaro (Micro Analyst 2)	Paul Rousse, Asst Dir, Facility Operations
3	Ensuring that procedures such as password controls are followed.	Joseph Lazzaro (Micro Analyst 2)	Paul Rousse, Asst Dir, Facility Operations
4	Reporting of suspected security violations.	Joseph Lazzaro (Micro Analyst 2)	Paul Rousse, Asst Dir, Facility Operations