

Moore School of Music (H0090)
Baseline Standards
FY 2018

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	Lorena Osorio, Admin Coordinator
2	Updating the Baseline Standards Form.	Kristin Deville, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Kristin Deville, DBA	Lorena Osorio, Admin Coordinator
2	Reviewing cost center verifications.	Kristin Deville, DBA	
3	Approving cost center verifications.	Blake Wilkins, Director	
4	Ensuring all cost centers are verified/approved on a timely basis.	Kristin Deville, DBA	Lorena Osorio, Admin Coordinator
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Kristin Deville, DBA	Lorena Osorio, Admin Coordinator
2	Ensuring the validity of travel and expense reimbursements.	Lorena Osorio, Admin Coordinator	Kristin Deville, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Lorena Osorio, Admin Coordinator	Kristin Deville, DBA
4	Ensuring correct account coding on purchases documents.	Lorena Osorio, Admin Coordinator	Kristin Deville, DBA
5	Primary contact for inquiries to expenditure transactions.	Lorena Osorio, 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.	Lorena Osorio, Admin Coordinator	Kristin Deville, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Kristin Deville, DBA	Lorena Osorio, Admin Coordinator
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Lorena Osorio, Admin Coordinator	Kristin Deville, DBA
4	Completing termination clearance procedures.	Kristin Deville, DBA	Lorena Osorio, Admin Coordinator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Kristin Deville, DBA	Lorena Osorio, Admin Coordinator
6	Maintaining departmental Personnel files.	Kristin Deville, DBA	Lorena Osorio, Admin Coordinator
7	Ensuring valid authorization of new hires.	Kristin Deville, DBA	Lorena Osorio, Admin Coordinator
8	Ensuring valid authorization of changes in compensation rates.	Kristin Deville, DBA	Lorena Osorio, Admin Coordinator
9	Ensuring the accurate input of changes to the HR System.	Kristin Deville, DBA	Lorena Osorio, Admin Coordinator
10	Consistent and efficient responses to inquiries.	Kristin Deville, DBA	Lorena Osorio, Admin Coordinator

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CASH HANDLING			
1	Collecting cash, checks, etc.	Lorena Osorio, Admin Coordinator	Kristin Deville, DBA
2	Reconciling cash, checks, etc. to receipts.	Lorena Osorio, Admin Coordinator	Kristin Deville, DBA
3	Preparing deposits.	Lorena Osorio, Admin Coordinator	Kristin Deville, DBA
4	Preparing Journal Entries.	Lorena Osorio, Admin Coordinator	Kristin Deville, DBA
5	Verifying deposits posted correctly in the Finance System.	Kristin Deville, DBA	Lorena Osorio, Admin Coordinator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Lorena Osorio, Admin Coordinator	Kristin Deville, DBA
7	Secure deposits via UHDPSS to Student Financial Services.	Lorena Osorio, Admin Coordinator	Kristin Deville, DBA
8	Ensuring deposits are made timely.	Lorena Osorio, Admin Coordinator	Kristin Deville, DBA
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	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Kristin Deville, DBA	
12	Consistent and efficient responses to inquiries.	Lorena Osorio, 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.	Lorena Osorio, Admin Coordinator	Kristin Deville, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Paul Rouse, Asst Director - Facility Operations	Kristin Deville, DBA
2	Ensuring the annual inventory was completed correctly.	Kristin Deville, DBA	
3	Tagging equipment.	Paul Rouse, Asst Director - Facility Operations	Kristin Deville, DBA
4	Approving requests for removal of equipment from campus.	Paul Rouse, Asst Director - Facility Operations	Kristin Deville, DBA
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	

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	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.	Blake Wilkins, Director	Kristin Deville, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Kristin Deville, DBA	Blake Wilkins, Director
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Joe Lazzaro, Analyst, Microsystems 2	
2	Ensuring that critical data back up occurs.	Joe Lazzaro, Analyst, Microsystems 2	
3	Ensuring that procedures such as password controls are followed.	Joe Lazzaro, Analyst, Microsystems 2	
4	Reporting of suspected security violations.	Joe Lazzaro, Analyst, Microsystems 2	