Moores School of Music (H0090) Baseline Standards FY 2018

		Responsible Person(s) (Name/Title)		
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)	
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE	• •	• • • • • • • • • • • • • • • • • • • •	
STAND	ARDS			
1	Ensuring the Departmental Policy and Procedures manual is	Kristin Deville, DBA		
	current.	·	Lorena Osorio, Admin Coordinator	
2	Updating the Baseline Standards Form.	Kristin Deville, DBA		
FINAN	CIAL 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	
FINAN	CIAL 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	Wisi D III DDA	
		Coordinator	Kristin Deville, DBA	
3	Ensuring that goods and services are received and that timely	Lorena Osorio, Admin	Wisi D III DDA	
4	payment is made.	Coordinator	Kristin Deville, DBA	
4	Ensuring correct account coding on purchases documents.	Lorena Osorio, Admin	Waissin Descilla DDA	
-	D: 1 C C C C C C C C C C C C C C C C C C	Coordinator	Kristin Deville, DBA	
5	Primary contact for inquiries to expenditure transactions.	Lorena Osorio, Admin	Waissin Describe DDA	
DAVDO	L DLL / HUMAN RESOURCES	Coordinator	Kristin Deville, DBA	
PAIRC	DLL / HUMAN RESOURCES			
1	Ensuring all bi-weekly reported time and leave are approved	Lorena Osorio, Admin		
1	before the deadlines set by Payroll, so that the correct hours are	Coordinator		
	recorded and paid on each bi-weekly paycheck.	Coordinator	Waissin Describe DDA	
2.		With D. III. D.D.A	Kristin Deville, DBA	
2	Ensuring all monthly leave is recorded and approved before the	Kristin Deville, DBA	Lorena Osorio, Admin Coordinator	
3	deadlines set by Pavroll. Reconciling approved reported time and leave (bi-weekly	I amana Ocania. A dunia	Lorena Osorio, Admini Coordinator	
3		Lorena Osorio, Admin		
	employees) and ePARs (monthly employees) to the trial and	Coordinator	Vaistin Daville DDA	
4	final payroll verification reports.	With D. III. D.D.A	Kristin Deville, DBA	
4	Completing termination clearance procedures.	Kristin Deville, DBA	Larana Osaria Admin Coordinator	
-	Encouning to main stand annular response and the standard	Valotia Davilla DDA	Lorena Osorio, Admin Coordinator	
5	Ensuring terminated employees are no longer charged to	Kristin Deville, DBA	Lorena Osorio, Admin Coordinator	
6	departmental cost centers. Maintaining departmental Personnel files.	Kristin Deville, DBA	Lorena Osorio, Admini Coordinator	
0	ivianitanning departmental reisonnel mes.	KIISHII Deville, DBA	Lorena Osorio, Admin Coordinator	
7	Ensuring valid authorization of new hires.	Kristin Deville, DBA	Zorena Osorio, ramini Coordinator	
	Ensuring valid authorization of flew filles.	Kiisiii Devine, DDA	Lorena Osorio, Admin Coordinator	
8	Ensuring valid authorization of changes in compensation rates.	Kristin Deville, DBA	Zorona Osorio, radinii Coordinatoi	
	Zingaring valid audiorization of changes in compensation fates.	Tansan Devine, DDA	Lorena Osorio, Admin Coordinator	
9	Ensuring the accurate input of changes to the HR System.	Kristin Deville, DBA	Zorena Osorio, riamini Coordinator	
 	Zindaning the accurate input of changes to the fire bystelli.	Tanam Berme, BBn	Lorena Osorio, Admin Coordinator	
10	Consistent and efficient responses to inquiries.	Kristin Deville, DBA	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
	The state of the s		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	Vaiotia Deville DRA
4	Preparing Journal Entries.	Coordinator Lorena Osorio, Admin	Kristin Deville, DBA
7	1 repaining Journal Entries.	Coordinator	Kristin Deville, DBA
5	Verifying deposits posted correctly in the Finance System.	Kristin Deville, DBA	, , , , , , , , , , , , , , , , , , , ,
L	J. J. J. S. P. C. P. P. C. P. C. P. P. P. C. P.	,	Lorena Osorio, Admin Coordinator
6	Adequacy of physical safeguards of cash receipts and	Lorena Osorio, Admin	Kristin Deville, DBA
	equivalent.	Coordinator	
7	Secure deposits via UHDPS to Student Financial Services.	Lorena Osorio, Admin	Kristin Deville, DBA
		Coordinator	
8	Ensuring deposits are made timely.	Lorena Osorio, Admin	Vrietin Deville, DRA
9	Ensuring all employees who handle cash have completed Cash	Coordinator Kristin Deville, DBA	Kristin Deville, DBA
,	Security Procedures or Cash Deposit and Security Procedures	Kristin Devine, DBA	
	training.		
10	Updating Cash Handling Procedures as needed.	Kristin Deville, DBA	
11	Distribution of Cash Handling Procedures to employees who	Kristin Deville, DBA	
	handle cash.		
12	Consistent and efficient responses to inquiries.	Lorena Osorio, Admin	W :
PETTY	CASH	Coordinator	Kristin Deville, DBA
PEIII	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	N/A	
4	purposes. Approving petty cash disbursements.	N/A	
_	ripproving petry cash disoursements.	1771	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each	N/A	
CONTR	disbursement. ACT ADMINISTRATION		
CONTR	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Lorena Osorio, Admin	
	administration policies/procedures.	Coordinator	Kristin Deville, DBA
PROPE	RTY MANAGEMENT		
1	Performing the annual inventory.	Paul Rousse, Asst Director -	Waited Describe DDA
2	Ensuring the annual inventory was completed correctly.	Facility Operations Kristin Deville, DBA	Kristin Deville, DBA
	Ensuring the annual inventory was completed correctly.	MISUII DEVIIIE, DDA	
3	Tagging equipment.	Paul Rousse, Asst Director -	
		Facility Operations	Kristin Deville, DBA
4	Approving requests for removal of equipment from campus.	Paul Rousse, Asst Director -	W
DICCL	OCLINE FORMS	Facility Operations	Kristin Deville, DBA
DISCLO	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the	Kristin Deville, DBA	
1	annual Related Party disclosure statement online.		
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Kristin Deville, DBA	
	complete the Consulting disclosure statement online.		
3	Ensuring that all Principal and Co-Principal Investigators	Kristin Deville, DBA	
	complete the annual Conflict of Interest disclosure statement for		
	the Division of Research.		

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Description of Responsibility		Primary (Required)	Secondary (Optional)
ACCOU	JNTS 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	
NEGAT	I TIVE 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
DEPAR	TMENTAL 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	