

Athletics
Baseline Standards
FY 2014

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.	Jeff Collier, Assoc. AD, Business and Finance	
2	Updating the Baseline Standards Form.	Jeff Collier, Assoc. AD, Business and Finance	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Sharon House, Associate Director of Business Operations, Brandon Maddux, Asst. Business Manager, Meshu Negga, Assistant Business Manager	
2	Reviewing cost center verifications.	Jeff Collier, Assoc. AD, Business and Finance	
3	Approving cost center verifications.	Jeff Collier, Assoc. AD, Business and Finance	
4	Ensuring all cost centers are verified/approved on a timely basis.	Jeff Collier, Assoc. AD, Business and Finance	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Jeff Collier, Assoc. AD, Business and Finance	
2	Ensuring the validity of travel and expense reimbursements.	Jeff Collier, Assoc. AD, Business and Finance	Jeff Collier, Assoc. AD, Business and Finance
3	Ensuring that goods and services are received and that timely payment is made.	Sharon House, Associate Director of Business Operations, Brandon Maddux, Asst. Business Manager, Meshu Negga, Assistant Business Manager	Jeff Collier, Assoc. AD, Business and Finance
4	Ensuring correct account coding on purchases documents.	Jeff Collier, Assoc. AD, Business and Finance	Sharon House, Associate Director of Business Operations, Brandon Maddux, Asst. Business Manager, Meshu Negga, Assistant Business Manager
5	Primary contact for inquiries to expenditure transactions.	Sharon House, Associate Director of Business Operations, Brandon Maddux, Asst. Business Manager, Meshu Negga, Assistant Business	Jeff Collier, Assoc. AD, Business and Finance
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Dan Singletery, Director of HR	Sharon House, Associate Director of Business Operations
2	Reconciling bi-weekly leave accruals to the HR System.	Dan Singletery, Director of HR	Sharon House, Associate Director of Business Operations
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Dan Singletery, Director of HR	Sharon House, Associate Director of Business Operations
4	Ensuring all monthly leave is recorded and approved in the HR System.	Dan Singletery, Director of HR	Sharon House, Associate Director of Business Operations
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Dan Singletery, Director of HR	Sharon House, Associate Director of Business Operations
6	Completing termination clearance procedures.	Dan Singletery, Director of HR	Sharon House, Associate Director of Business Operations
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Dan Singletery, Director of HR	Sharon House, Associate Director of Business Operations
8	Paycheck distribution.	Dan Singletery, Director of HR	Sharon House, Associate Director of Business Operations
9	Maintaining departmental Personnel files.	Dan Singletery, Director of HR	Sharon House, Associate Director of Business Operations
10	Ensuring valid authorization of new hires.	Dan Singletery, Director of HR	Sharon House, Associate Director of Business Operations
11	Ensuring valid authorization of changes in compensation rates.	Dan Singletery, Director of HR	Sharon House, Associate Director of Business Operations
12	Ensuring the accurate input of changes to the HR System.	Dan Singletery, Director of HR	Sharon House, Associate Director of Business Operations
13	Propriety of leave account classification on time records.	Dan Singletery, Director of HR	Sharon House, Associate Director of Business Operations
14	Consistent and efficient responses to inquiries.	Dan Singletery, Director of HR	Sharon House, Associate Director of Business Operations
CASH HANDLING			
1	Collecting cash, checks, etc.	Brandon Maddux, Asst. Business Manager	Meshu Negga, Assistant Business Manager
2	Reconciling cash, checks, etc. to receipts.	Brandon Maddux, Asst. Business Manager	Meshu Negga, Assistant Business Manager
3	Preparing deposits.	Brandon Maddux, Asst. Business Manager	Meshu Negga, Assistant Business Manager
4	Preparing Journal Entries.	Brandon Maddux, Asst. Business Manager, Meshu Negga, Asst. Business Manager	Jeff Collier, Assoc. AD, Business and Finance, Sharon House, Associate Director for Business Operations
5	Verifying deposits posted correctly in the Finance System.	Jeff Collier, Assoc. AD, Business and Finance	

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6 Adequacy of physical safeguards.	Jeff Collier, Assoc. AD, Business and Finance	
7 Transporting deposits to Student Financial Services.	UNIVERSITY POLICE	
8 Ensuring deposits are made timely.	Brandon Maddux, Asst. Business Manager	Meshu Negga, Assistant Business Manager
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Jeff Collier, Assoc. AD, Business and Finance	TaShawna Wilson, Dir. Business Office Ops.
10 Updating Cash Handling Procedures as needed.	Jeff Collier, Assoc. AD, Business and Finance	TaShawna Wilson, Dir. Business Office Ops.
11 Distribution of Cash Handling Procedures to employees who handle cash.	Jeff Collier, Assoc. AD, Business and Finance	TaShawna Wilson, Dir. Business Office Ops.
12 Consistent and efficient responses to inquiries.	Jeff Collier, Assoc. AD, Business and Finance	Sharon House, Associate Director of Business Operations, Brandon Maddux, Asst. Business Manager, Meshu Negga, Assistant Business Manager
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	
LONG DISTANCE CHARGES		
1 Manager review of long distance charges for unusual activity.	Sharon House, Asst Business Mgr.	Jeff Collier, Assoc. AD, Business and Finance
2 Ensuring personal calls are reimbursed within 10 days from the billing date.	Sharon House, Asst Business Mgr.	Jeff Collier, Assoc. AD, Business and Finance
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Jeff Collier, Assoc. AD, Business and Finance	TaShawna Wilson, Dir. Business Office Ops.
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Steven Beatty , IT Manager / Grantscott Greene , Director of Video Operations	
2 Ensuring the annual inventory was completed correctly.	Steven Beatty , IT Manager / Grantscott Greene , Director of Video Operations	
3 Tagging equipment.	Steven Beatty , IT Manager / Grantscott Greene , Director of Video Operations	
4 Approving requests for removal of equipment from campus.	Steven Beatty , IT Manager	
DISCLOSURE FORMS		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Jeff Collier, Assoc. AD, Business and Finance	TaShawna Wilson, Dir. Business Office Ops.
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Jeff Collier, Assoc. AD, Business and Finance	TaShawna Wilson, Dir. Business Office Ops.
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	
ACCOUNTS RECEIVABLE		
1 Extending of credit.	Mike Rea Asst Athl Dir Ticket Office	Chris Flores, Director of Ticket Operations
2 Billing.	Mike Rea Asst Athl Dir Ticket Office	Chris Flores, Director of Ticket Operations
3 Collection.	Mike Rea Asst Athl Dir Ticket Office	Chris Flores, Director of Ticket Operations
4 Recording.	Mike Rea Asst Athl Dir Ticket Office	Chris Flores, Director of Ticket Operations
5 Monitoring credit extended.	Mike Rea Asst Athl Dir Ticket Office	Chris Flores, Director of Ticket Operations
6 Approving write-offs.	Mike Rea Asst Athl Dir Ticket Office, Jeff Collier, Associate AD for Business	Chris Flores, Director of Ticket Operations

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NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Jeff Collier, Assoc. AD, Business and Finance	TaShawna Wilson, Dir. Business Office Ops.
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Steven Beatty , IT Manager	
2	Ensuring that critical data back up occurs.	Steven Beatty , IT Manager	
3	Ensuring that procedures such as password controls are followed.	Steven Beatty , IT Manager	
4	Reporting of suspected security violations.	Steven Beatty , IT Manager	