

Athletics Department  
Baseline Standards  
FY 2015

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.	Jeff Collier, Assoc. AD, Business and Finance	
2	Updating the Baseline Standards Form.	Jeff Collier, Assoc. AD, Business and Finance	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Sharon House, Associate Director of Business Operations, Brandon Maddux, Asst. Business Manager, Janicee Stewart, 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	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
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, Janicee Stewart, 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, Janicee Stewart, Assistant Business Manager
5	Primary contact for inquiries to expenditure transactions.	Sharon House, Associate Director of Business Operations, Brandon Maddux, Asst. Business Manager, Janicee Stewart, Assistant Business Manager	Jeff Collier, Assoc. AD, Business and Finance
<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.	Dan Singletary, Director of HR	Sharon House, Associate Director of Business Operations
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Dan Singletary, Director of HR	Sharon House, Associate Director of Business Operations
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Dan Singletary, Director of HR	Sharon House, Associate Director of Business Operations
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Dan Singletary, Director of HR	Sharon House, Associate Director of Business Operations
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls.	Dan Singletary, Director of HR	Sharon House, Associate Director of Business Operations
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Dan Singletary, Director of HR	Sharon House, Associate Director of Business Operations
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Dan Singletary, Director of HR	Sharon House, Associate Director of Business Operations
8	Maintaining departmental personnel files.	Dan Singletary, Director of HR	Sharon House, Associate Director of Business Operations
9	Consistent and efficient responses to inquiries.	Dan Singletary, Director of HR	Sharon House, Associate Director of Business Operations
10	Hire ePAR's should be processed at least 1 week prior to start date.	Dan Singletary, Director of HR	Sharon House, Associate Director of Business Operations
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Dan Singletary, Director of HR	Sharon House, Associate Director of Business Operations

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Brandon Maddux, Assistant Business Manager	Janiece Stewart, Assistant Business Manager
2	Reconciling cash, checks, etc. to receipts.	Brandon Maddux, Assistant Business Manager	Janiece Stewart, Assistant Business Manager
3	Preparing deposits.	Brandon Maddux, Assistant Business Manager	Janiece Stewart, Assistant Business Manager
4	Preparing Journal Entries.	Sharon House, Associate Director of Business Operations, Brandon Maddux, Asst. Business Manager, Janiece Stewart, Assistant Business Manager	Jeff Collier, Assoc. AD, Business and Finance
5	Verifying deposits posted correctly in the Finance System.	Brandon Maddux, Assistant Business Manager	Janiece Stewart, Assistant Business Manager
6	Adequacy of physical safeguards of cash receipts and equivalent.	Brandon Maddux, Assistant Business Manager	Janiece Stewart, Assistant Business Manager
7	Secure deposits via UHDPS to Student Financial Services.	Brandon Maddux, Assistant Business Manager	Janiece Stewart, Assistant Business Manager
8	Ensuring deposits are made timely.	Brandon Maddux, Assistant Business Manager	Janiece Stewart, 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, Division Administrator
10	Updating Cash Handling Procedures as needed.	Jeff Collier, Assoc. AD, Business and Finance	TaShawna Wilson, Division Administrator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Jeff Collier, Assoc. AD, Business and Finance	TaShawna Wilson, Division Administrator
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, Janiece Stewart, Assistant Business Manager	TaShawna Wilson, Division Administrator
<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.	Jeff Collier, Associate AD for Business and Finance	TaShawna Wilson, Division Administrator
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Steven Beatty, IT Manager; Grant Greene, Director of Video Operations	
2	Ensuring the annual inventory was completed correctly.	Steven Beatty, IT Manager; Grant Greene, Director of Video Operations	
3	Tagging equipment.	Steven Beatty, IT Manager; Grant Greene, Director of Video Operations	
4	Approving requests for removal of equipment from campus.	Steven Beatty, IT Manager; Grant Greene, Director of Video Operations	
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Jeff Collier, Associate AD for Business and Finance	TaShawna Wilson, Division Administrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Jeff Collier, Associate AD for Business and Finance	TaShawna Wilson, Division Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	

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<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit.	UH S&E	
2	Billing.	UH S&E	
3	Collection.	UH S&E	
4	Recording.	UH S&E	
5	Monitoring credit extended.	UH S&E	
6	Approving write-offs.	UH S&E	
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Jeff Collier, Associate AD for Business and Finance	TaShawna Wilson, Division Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
<b>DEPARTMENTAL COMPUTING</b>			
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	