

ATHLETICS DEPT.  
Baseline Standards  
FY 2018

		<b>Responsible Person(s) Jeff Collier, Sr. Associate Athletics Director</b>	
<b>Description of Responsibility</b>		<b>Primary (Required)</b>	<b>Secondary (Optional)</b>
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	JEFF COLLIER, SR. ASSOC. AD	BRANDON MADDUX, ASST. AD
2	Updating the Baseline Standards Form.	JEFF COLLIER, SR. ASSOC. AD	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	JESSICA RIVERA, FIN ASST II	
2	Reviewing cost center verifications.	JEFF COLLIER, SR. ASSOC. AD	BRANDON MADDUX, ASST. AD
3	Approving cost center verifications.	JEFF COLLIER, SR. ASSOC. AD	BRANDON MADDUX, ASST. AD
4	Ensuring all cost centers are verified/approved on a timely basis.	JEFF COLLIER, SR. ASSOC. AD	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	JEFF COLLIER, SR. ASSOC. AD	BRANDON MADDUX, ASST. AD
2	Ensuring the validity of travel and expense reimbursements.	JEFF COLLIER, SR. ASSOC. AD	BRANDON MADDUX, ASST. AD
3	Ensuring that goods and services are received and that timely payment is made.	JEFF COLLIER, SR. ASSOC. AD	BRANDON MADDUX, ASST. AD
4	Ensuring correct account coding on purchases documents.	JEFF COLLIER, SR. ASSOC. AD	BRANDON MADDUX, ASST. AD
5	Primary contact for inquiries to expenditure transactions.	JESSICA RIVERA, FIN ASST II	
<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.	BRANDON MADDUX, ASST. AD	JESSICA RIVERA, FIN ASST II
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	BRANDON MADDUX, ASST. AD	JESSICA RIVERA, FIN ASST II
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	BRANDON MADDUX, ASST. AD	JESSICA RIVERA, FIN ASST II
4	Completing termination clearance procedures.	JESSICA RIVERA, FIN ASST II	JEFF COLLIER, SR. ASSOC. AD
5	Ensuring terminated employees are no longer charged to departmental cost centers.	JESSICA RIVERA, FIN ASST II	JEFF COLLIER, SR. ASSOC. AD
6	Maintaining departmental Personnel files.	JEFF COLLIER, SR. ASSOC. AD	BRANDON MADDUX, ASST. AD
7	Ensuring valid authorization of new hires.	JESSICA RIVERA, FIN ASST II	BRANDON MADDUX, ASST. AD
8	Ensuring valid authorization of changes in compensation rates.	BRANDON MADDUX, ASST. AD	JEFF COLLIER, SR. ASSOC. AD
9	Ensuring the accurate input of changes to the HR System.	BRANDON MADDUX, ASST. AD	JEFF COLLIER, SR. ASSOC. AD, TASHAWNA WILSON, EX. DIR.
10	Consistent and efficient responses to inquiries.	BRANDON MADDUX, ASST. AD	JEFF COLLIER, SR. ASSOC. AD

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	JESSICA RIVERA, FIN ASST II	
2	Reconciling cash, checks, etc. to receipts.	JESSICA RIVERA, FIN ASST II	
3	Preparing deposits.	JESSICA RIVERA, FIN ASST II, BRANDON MADDUX, ASST. AD	
4	Preparing Journal Entries.	JESSICA RIVERA, FIN ASST II	JEFF COLLIER, SR. ASSOC. AD
5	Verifying deposits posted correctly in the Finance System.	JESSICA RIVERA, FIN ASST II	
6	Adequacy of physical safeguards of cash receipts and equivalent.	JESSICA RIVERA, FIN ASST II	
7	Secure deposits via UHDPS to Student Financial Services.	JESSICA RIVERA, FIN ASST II	
8	Ensuring deposits are made timely.	JESSICA RIVERA, FIN ASST II	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	JEFF COLLIER, SR. ASSOC. AD	
10	Updating Cash Handling Procedures as needed.	JEFF COLLIER, SR. ASSOC. AD	
11	Distribution of Cash Handling Procedures to employees who handle cash.	JEFF COLLIER, SR. ASSOC. AD	
12	Consistent and efficient responses to inquiries.	JESSICA RIVERA, FIN ASST II	
<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, SR. ASSOC. AD	TASHAWNA WILSON, EXECUTIVE DIRECTOR OF BUSINESS OPERATIONS
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	STEVEN BEATTY, IT MANAGER	
2	Ensuring the annual inventory was completed correctly.	STEVEN BEATTY, IT MANAGER	
3	Tagging equipment.	STEVEN BEATTY, IT MANAGER	
4	Approving requests for removal of equipment from campus.	HUNTER YURACHEK, VP FOR ICA	
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	BRANDON MADDUX, ASST. AD	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	BRANDON MADDUX, ASST. AD	
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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ACCOUNTS RECEIVABLE			
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	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	JEFF COLLIER, SR. ASSOC. AD	
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	