

Animal Care Operations
Baseline Standards
FY 2016

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.	Felicia Bentley, DBA	Amanda Zeno, Financial Coordinator
2	Updating the Baseline Standards Form.	Felicia Bentley, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Amanda Zeno, Financial Coordinator	Laquita Franciour, Office Coordinator
2	Reviewing cost center verifications.	Felicia Bentley, DBA	Dr. David W. Brammer, Exec. Director
3	Approving cost center verifications.	Dr. David W. Brammer, Exec. Director	Felicia Bentley, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Amanda Zeno, Financial Coordinator	Felicia Bentley, DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
2	Ensuring the validity of travel and expense reimbursements.	Amanda Zeno, Financial Coordinator	Felicia Bentley, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
4	Ensuring correct account coding on purchases documents.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
5	Primary contact for inquiries to expenditure transactions.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
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.	Felicia Bentley, DBA	
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Felicia Bentley, DBA	
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Felicia Bentley, DBA	
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Felicia Bentley, DBA	
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	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Felicia Bentley, DBA	Amanda Zeno, Financial Coordinator
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Amanda Zeno, Financial Coordinator	Felicia Bentley, DBA
8	Maintaining departmental personnel files.	Felicia Bentley, DBA	Dr. David W. Brammer, Exec. Director
9	Consistent and efficient responses to inquiries.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
10	Hire ePAR's should be processed at least 1 week prior to start date.	Felicia Bentley, DBA	Amanda Zeno, Financial Coordinator
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Felicia Bentley, DBA	

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CASH HANDLING			
1	Collecting cash, checks, etc.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
2	Reconciling cash, checks, etc. to receipts.	Amanda Zeno, Financial Coordinator	Laquita Franciour, Office Coordinator
3	Preparing deposits.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
4	Preparing Journal Entries.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
5	Verifying deposits posted correctly in the Finance System.	Amanda Zeno, Financial Coordinator	Felicia Bentley, DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Dr. David W. Brammer, Exec. Director	Felicia Bentley, DBA
7	Secure deposits via UHDPS to Student Financial Services.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
8	Ensuring deposits are made timely.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Felicia Bentley, DBA	
10	Updating Cash Handling Procedures as needed.	Felicia Bentley, DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Felicia Bentley, DBA	
12	Consistent and efficient responses to inquiries.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Felicia Bentley, DBA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Charles Sikes, Asst Director	
2	Ensuring the annual inventory was completed correctly.	Charles Sikes, Asst Director	
3	Tagging equipment.	Charles Sikes, Asst Director	
4	Approving requests for removal of equipment from campus.	Charles Sikes, Asst Director	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Felicia Bentley, DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Felicia Bentley, DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Felicia Bentley, DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Evan McWhirter, User Services Specialist III Research Information	
2	Ensuring that critical data back up occurs.	Evan McWhirter, User Services Specialist III Research Information	
3	Ensuring that procedures such as password controls are followed.	Evan McWhirter, User Services Specialist III Research Information	
4	Reporting of suspected security violations.	Evan McWhirter, User Services Specialist III Research Information	