

College of Architecture  
Baseline Standards  
FY10

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.	Mary Benham, CBA	
2	Updating the Baseline Standards Form.	Mary Benham, CBA	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Nhu Thuy Mai, Assistant CBA	
2	Reviewing cost center verifications.	Mary Benham, CBA	
3	Approving cost center verifications.	Mary Benham, CBA	
4	Ensuring all cost centers are verified/approved on a timely basis.	Mary Benham, CBA	Nhu Thuy Mai, Assistant CBA
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Kimberly Paul, Fin. Assist.	Mary Benham, CBA
2	Ensuring the validity of travel and expense reimbursements.	Kimberly Paul, Fin. Assist.	Mary Benham, CBA
3	Ensuring that goods and services are received and that timely payment is made.	Kimberly Paul, Fin. Assist.	Mary Benham, CBA
4	Ensuring correct account coding on purchases documents.	Kimberly Paul, Fin. Assist.	Mary Benham, CBA
5	Primary contact for inquiries to expenditure transactions.	Mary Benham, CBA	Nhu Thuy Mai, Assistant CBA
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Reconciling leave records to time and effort reports.	Dee Randolph, HR/Payroll Coord.	Mary Benham, CBA
2	Reconciling leave accruals to the payroll system.	Dee Randolph, HR/Payroll Coord.	Mary Benham, CBA
3	Ensuring all time and effort reports are submitted to Payroll.	Dee Randolph, HR/Payroll Coord.	Mary Benham, CBA
4	Reconciling time and effort reports to check registers.	Dee Randolph, HR/Payroll Coord.	Mary Benham, CBA
5	Completing termination clearance procedures.	Dee Randolph, HR/Payroll Coord.	Mary Benham, CBA
6	Ensuring terminated employees are no longer charged to departmental cost centers.	Dee Randolph, HR/Payroll Coord.	Mary Benham, CBA
7	Paycheck distribution.	Dee Randolph, HR/Payroll Coord.	Mary Benham, CBA
8	Maintaining departmental Personnel files	Dee Randolph, HR/Payroll Coord.	Mary Benham, CBA
9	Ensuring valid authorization of new hires.	Dee Randolph, HR/Payroll Coord.	Mary Benham, CBA
10	Ensuring valid authorization of changes in compensation rates.	Mary Benham, CBA	Mary Benham, CBA
11	Ensuring the accurate input of changes to the payroll system.	Mary Benham, CBA	Mary Benham, CBA
12	Propriety of leave account classification on time records.	Dee Randolph, HR/Payroll Coord.	Mary Benham, CBA
13	Consistent and efficient responses to inquiries.	Dee Randolph, HR/Payroll Coord.	Mary Benham, CBA
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Nhu Thuy Mai, Assistant CBA	Kathleen Lechon, Adm. Assist.
2	Reconciling cash, checks, etc. to receipts.	Nhu Thuy Mai, Assistant CBA	

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3	Preparing deposits.	Nhu Thuy Mai, Assistant CBA	Kathleen Lechon, Adm. Assist.
4	Preparing Journal Entries.	Nhu Thuy Mai, Assistant CBA	Kathleen Lechon, Adm. Assist.
5	Verifying deposits to the financial system.	Nhu Thuy Mai, Assistant CBA	
6	Adequacy of physical safeguards.	Mary Benham, CBA	
7	Transporting deposits to Student Financial Services.	Nhu Thuy Mai, Assistant CBA	
8	Ensuring deposits are made timely.	Nhu Thuy Mai, Assistant CBA	
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	Mary Benham, CBA	
10	Updating Cash Handling Procedures as needed.	Mary Benham, CBA	
11	Consistent and efficient responses to inquiries.	Mary Benham, CBA	
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	Not Applicable	
2	Ensuring petty cash disbursements are not for more than \$100.	Not Applicable	
3	Ensuring petty cash disbursements are made for only authorized purposes.	Not Applicable	
4	Approving petty cash disbursements.	Not Applicable	
5	Replenishing the petty cash fund timely.	Not Applicable	
6	Ensuring the petty cash fund is balanced after each disbursement.	Not Applicable--This is not an option in this college.	
<b>LONG DISTANCE / CELL PHONE CHARGES</b>			
1	Forwarding employees long distance and cell phone charge reports.	Herlinda Silva, Off Assist 1	
2	Ensuring employees review their long distance and/or cell phone charge reports.	Herlinda Silva, Off Assist 1	
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Herlinda Silva, Off Assist 1	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Kimberly Paul, Fin. Assist.	Mary Benham, CBA
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Mary Benham, CBA	
2	Ensuring the annual inventory was completed correctly.	Mary Benham, CBA	
3	Tagging equipment.	Mary Benham, CBA	
4	Approving requests for removal of equipment from campus.	Mary Benham, CBA	
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	Mary Benham, CBA	
2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	Not Applicable	
3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	Mary Benham, CBA	

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	Not Applicable	
2	Billing.	Not Applicable	
3	Collection.	Not Applicable	
4	Recording.	Not Applicable	
5	Monitoring credit extended.	Not Applicable	
6	Approving write-offs.	Not Applicable	
NEGATIVE BALANCES			
1	Ensuring that all fund groups have positive fund equity at year-end.	Nhu Thuy Mai, Assistant CBA	Mary Benham, CBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Nhu Thuy Mai, Assistant CBA	Mary Benham, CBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	David Brashear, IT Mgr.	Mary Benham, CBA
2	Ensuring that critical data back up occurs.	David Brashear, IT Mgr.	Mary Benham, CBA
3	Ensuring that procedures such as password controls are followed.	David Brashear, IT Mgr.	Mary Benham, CBA
4	Reporting of suspected security violations.	David Brashear, IT Mgr.	Mary Benham, CBA