

School of Art
Baseline Standards Form
FY 2013

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.	Karina Duran (DBA)	Pat Deeves (Asst. Director)
2	Updating the Baseline Standards Form.	Karina Duran (DBA)	Pat Deeves (Asst. Director)
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Karina Duran (DBA)	Andrea Johnson (Office Coord.)
2	Reviewing cost center verifications.	Karina Duran (DBA)	Pat Deeves (Asst. Director)
3	Approving cost center verifications.	Pat Deeves (Asst. Director)	Rex Koontz (Director)
4	Ensuring all cost centers are verified/approved on a timely basis.	Karina Duran (DBA)	Pat Deeves (Asst. Director)
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
2	Ensuring the validity of travel and expense reimbursements.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
3	Ensuring that goods and services are received and that timely payment is made.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
4	Ensuring correct account coding on purchases documents.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
5	Primary contact for inquiries to expenditure transactions.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
2	Reconciling bi-weekly leave accruals to the HR System.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
4	Ensuring all monthly leave is recorded and approved in the HR System.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
6	Completing termination clearance procedures.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
8	Paycheck distribution.	N/A	N/A
9	Maintaining departmental Personnel files.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
10	Ensuring valid authorization of new hires.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
11	Ensuring valid authorization of changes in compensation rates.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
12	Ensuring the accurate input of changes to the HR System.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
13	Propriety of leave account classification on time records.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
14	Consistent and efficient responses to inquiries.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
CASH HANDLING			
1	Collecting cash, checks, etc.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)

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2 Reconciling cash, checks, etc. to receipts.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
3 Preparing deposits.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
4 Preparing Journal Entries.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
5 Verifying deposits to the financial system.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
6 Adequacy of physical safeguards.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
7 Transporting deposits to Student Financial Services.	UHPD	N/A
8 Ensuring deposits are made timely.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
9 Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	Karina Duran (DBA)	Pat Deeves (Asst. Director)
10 Updating Cash Handling Procedures as needed.	Karina Duran (DBA)	Pat Deeves (Asst. Director)
11 Consistent and efficient responses to inquiries.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
PETTY CASH		
1 Preparing petty cash disbursements.	N/A	N/A
2 Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3 Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4 Approving petty cash disbursements.	N/A	N/A
5 Replenishing the petty cash fund timely.	N/A	N/A
6 Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
LONG DISTANCE / CELL PHONE CHARGES		
1 Forwarding employees long distance and cell phone charge reports.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
2 Ensuring employees review their long distance and/or cell phone charge reports.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
3 Ensuring personal calls are reimbursed within 10 days from the billing date.	Andrea Johnson (Office Coord.)	Karina Duran (DBA)
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Karina Duran (DBA)	Pat Deeves (Asst. Director)
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Pat Deeves (Asst. Director)	Joseph Lazzaro (Micro Analyst 2)
2 Ensuring the annual inventory was completed correctly.	Pat Deeves (Asst. Director)	Joseph Lazzaro (Micro Analyst 2)
3 Tagging equipment.	Pat Deeves (Asst. Director)	Joseph Lazzaro (Micro Analyst 2)
4 Approving requests for removal of equipment from campus.	Pat Deeves (Asst. Director)	Joseph Lazzaro (Micro Analyst 2)
DISCLOSURE FORMS		
1 Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	Rex Koontz (Director)	Karina Duran (DBA)
2 Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	Rex Koontz (Director)	Karina Duran (DBA)

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3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	Rex Koontz (Director)	Karina Duran (DBA)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups have positive fund equity at year-end.	Karina Duran (DBA)	Pat Deeves (Asst. Director)
2	Ensuring that research expenditures are covered by funds from sponsors.	Karina Duran (DBA)	Pat Deeves (Asst. Director)
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Joseph Lazzaro (Micro Analyst 2)	Rex Koontz (Director)
2	Ensuring that critical data back up occurs.	Joseph Lazzaro (Micro Analyst 2)	Rex Koontz (Director)
3	Ensuring that procedures such as password controls are followed.	Joseph Lazzaro (Micro Analyst 2)	Rex Koontz (Director)
4	Reporting of suspected security violations.	Joseph Lazzaro (Micro Analyst 2)	Rex Koontz (Director)