

Department of History  
FY 2013 Baseline Standards Form

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

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		Primary (Required)	Secondary (Optional)
2	Reconciling cash, checks, etc. to receipts.	Donna Butler (Asst. DBA)	Lorena Lopez (DBA)
3	Preparing deposits.	Donna Butler (Asst. DBA)	Lorena Lopez (DBA)
4	Preparing Journal Entries.	Donna Butler (Asst. DBA)	Lorena Lopez (DBA)
5	Verifying deposits to the financial system.	Donna Butler (Asst. DBA)	Lorena Lopez (DBA)
6	Adequacy of physical safeguards.	Donna Butler (Asst. DBA)	Lorena Lopez (DBA)
7	Transporting deposits to Student Financial Services.	UHPD	N/A
8	Ensuring deposits are made timely.	Donna Butler (Asst. DBA)	Lorena Lopez (DBA)
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	Lorena Lopez (DBA)	Nancy Young (Department Chair)
10	Updating Cash Handling Procedures as needed.	Lorena Lopez (DBA)	Nancy Young (Department Chair)
11	Consistent and efficient responses to inquiries.	Donna Butler (Asst. DBA)	Lorena Lopez (DBA)
<b>PETTY CASH</b>			
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
<b>LONG DISTANCE / CELL PHONE CHARGES</b>			
1	Forwarding employees long distance and cell phone charge reports.	Gloria Ned (Office Asst. I)	Lorena Lopez (DBA)
2	Ensuring employees review their long distance and/or cell phone charge reports.	Gloria Ned (Office Asst. I)	Lorena Lopez (DBA)
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Gloria Ned (Office Asst. I)	Lorena Lopez (DBA)
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Lorena Lopez (DBA)	Nancy Young (Department Chair)
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Gloria Ned (Office Asst. I)	Lorena Lopez (DBA)
2	Ensuring the annual inventory was completed correctly.	Gloria Ned (Office Asst. I)	Lorena Lopez (DBA)
3	Tagging equipment.	Gloria Ned (Office Asst. I)	Lorena Lopez (DBA)
4	Approving requests for removal of equipment from campus.	Nancy Young (Department Chair)	
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	Nancy Young (Department Chair)	Lorena Lopez (DBA)
2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	Nancy Young (Department Chair)	Lorena Lopez (DBA)

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3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	Nancy Young (Department Chair)	Lorena Lopez (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.	Lorena Lopez (DBA)	Nancy Young (Department Chair)
2	Ensuring that research expenditures are covered by funds from sponsors.	Lorena Lopez (DBA)	Nancy Young (Department Chair)
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Lorena Lopez (DBA)	Nancy Young (Department Chair)
2	Ensuring that critical data back up occurs.	Class Tech Team	Nancy Young (Department Chair)
3	Ensuring that procedures such as password controls are followed.	Class Tech Team	Nancy Young (Department Chair)
4	Reporting of suspected security violations.	Class Tech Team	Nancy Young (Department Chair)