School of Theatre Dance Baseline Standards FY 2013

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE		
STAND			
1	Ensuring the Departmental Policy and Procedures manual is	Elizabeth A. Shepard/ Dept.	
ļ	current.	Business Administrator	Isaac Davis/ Asst CBA - Finance
2	Updating the Baseline Standards Form.	Elizabeth A. Shepard/ Dept.	
ļ		Business Administrator	Isaac Davis/ Asst CBA - Finance
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
-	In the second second		
1	Preparing cost center verifications.	Elizabeth A. Shepard/ Dept.	I D : / A + CD A E'
2	D	Business Administrator	Isaac Davis/ Asst CBA - Finance
2	Reviewing cost center verifications.	Elizabeth A. Shepard/ Dept.	Isaac Davis/ Asst CBA - Finance
3	Approving cost center verifications.	Business Administrator Andrea Short, Exec. Dir. Of	Steve Wallace/ Director, SoTD
3	Approving cost center vernications.	College Business Operations	Steve wallace/ Director, So1D
4	Ensuring all cost centers are verified/approved on a timely	Elizabeth A. Shepard/ Dept.	
	basis.	Business Administrator	Isaac Davis/ Asst CBA - Finance
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS	Dusiness Administrator	Isdae Davis/ 713st CD71 1 manee
_ 11 1/2 11 11	Care the Care to t		
1	Ensuring valid authorization of purchase documents.	Elizabeth A. Shepard/ Dept.	
1	- Parentage documents.	Business Administrator	Isaac Davis/ Asst CBA - Finance
2	Ensuring the validity of travel and expense reimbursements.	Elizabeth A. Shepard/ Dept.	
l	, a. F. a.	Business Administrator	Isaac Davis/ Asst CBA - Finance
3	Ensuring that goods and services are received and that timely	A. Mechelle Turner/Office	Elizabeth A. Shepard/ Dept.
l	payment is made.	Coordinator	Business Administrator
4	Ensuring correct account coding on purchases documents.	Elizabeth A. Shepard/ Dept.	Elizabeth A. Shepard/ Dept.
l		Business Administrator	Business Administrator
5	Primary contact for inquiries to expenditure transactions.	A. Mechelle Turner/Office	Elizabeth A. Shepard/ Dept.
		Coordinator	Business Administrator
PAYRO	DLL / HUMAN RESOURCES		
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1	Reconciling approved bi-weekly leave requests to time and	Elizabeth A. Shepard/ Dept.	Mary Duncan/ College Business
	effort reports.	Business Administrator	Administrator
2	Reconciling bi-weekly leave accruals to the HR System.	Elizabeth A. Shepard/ Dept.	Mary Duncan/ College Business
		Business Administrator	Administrator
3	Ensuring all bi-weekly time and effort reports are submitted to	Elizabeth A. Shepard/ Dept.	Mary Duncan/ College Business
	Payroll.	Business Administrator	Administrator
4	Ensuring all monthly leave is recorded and approved in the HR	Elizabeth A. Shepard/ Dept.	Mary Duncan/ College Business
-	System.	Business Administrator	Administrator
5	Reconciling time and effort reports (bi-weekly employees) and	Elizabeth A. Shepard/ Dept.	M D /CII D :
l	ePARs (monthly employees) to the trial and final payroll	Business Administrator	Mary Duncan/ College Business
	verification reports. Completing termination clearance procedures.	Elicabeth A Chancel/Dane	Administrator Mary Duncan/ College Business
6	Completing termination clearance procedures.	Elizabeth A. Shepard/ Dept.	Administrator
7	Ensuring terminated employees are no longer charged to	Business Administrator Elizabeth A. Shepard/ Dept.	Administrator
,	departmental cost centers.	Business Administrator	Isaac Davis/ Asst CBA - Finance
8	Paycheck distribution.	Elizabeth A. Shepard/ Dept.	Mary Duncan/ College Business
l	i ayeneek distribution.	Business Administrator	Administrator
9	Maintaining departmental Personnel files.	Elizabeth A. Shepard/ Dept.	Mary Duncan/ College Business
	ivianitaning departmental reisonner mes.	Business Administrator	Administrator
10	Ensuring valid authorization of new hires.	Elizabeth A. Shepard/ Dept.	Mary Duncan/ College Business
10	Zinguring value additional or new intest	Business Administrator	Administrator
11	Ensuring valid authorization of changes in compensation rates.	Elizabeth A. Shepard/ Dept.	Mary Duncan/ College Business
	g sampensulon ruco.	Business Administrator	Administrator
12	E : 4	Elizabeth A. Shepard/ Dept.	Mary Duncan/ College Business
12	Ensuring the accurate input of changes to the HK System.		
12	Ensuring the accurate input of changes to the HR System.	Business Administrator	Administrator
12		Business Administrator Elizabeth A. Shepard/ Dept.	Administrator Mary Duncan/ College Business
	Propriety of leave account classification on time records.		
		Elizabeth A. Shepard/ Dept.	Mary Duncan/ College Business
13	Propriety of leave account classification on time records.	Elizabeth A. Shepard/ Dept. Business Administrator	Mary Duncan/ College Business Administrator
13	Propriety of leave account classification on time records.	Elizabeth A. Shepard/ Dept. Business Administrator Elizabeth A. Shepard/ Dept.	Mary Duncan/ College Business Administrator Mary Duncan/ College Business

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School of Theatre Dance Baseline Standards FY 2013

			on(s) (Name/Title)
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
1	Collecting cash, checks, etc.	Joyce Murray/ Box Office	A. Mechelle Turner/Office
		Manager	Coordinator
2	Reconciling cash, checks, etc. to receipts.	Joyce Murray/ Box Office	A. Mechelle Turner/Office
		Manager	Coordinator
3	Preparing deposits.	A. Mechelle Turner/Office	Elizabeth A. Shepard/ Dept.
<u></u>		Coordinator	Business Administrator
4	Preparing Journal Entries.	A. Mechelle Turner/Office	Elizabeth A. Shepard/ Dept.
		Coordinator	Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Elizabeth A. Shepard/ Dept.	
		Business Administrator	Isaac Davis/ Asst CBA - Finance
6	Adequacy of physical safeguards.	Elizabeth A. Shepard/ Dept.	Joyce Murray/ Box Office
		Business Administrator	Manager
7	Transporting deposits to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	A. Mechelle Turner/Office	Elizabeth A. Shepard/ Dept.
Ü	Ensuring deposits are made timery.	Coordinator	Business Administrator
	Ensuring all employees who handle cash have completed Cash	Elizabeth A. Shepard/ Dept.	Business Administrator
	Security Procedures or Cash Deposit and Security Procedures	Business Administrator	
9		Business Administrator	Jacob Davis/ Asst CDA Finance
9	training. Updating Cash Handling Procedures as needed.	Elizabeth A Changal/D	Isaac Davis/ Asst CBA - Finance
10	Updating Cash Handling Procedures as needed.	Elizabeth A. Shepard/ Dept.	I D : /A / CDA F
10	Division CO LIE III D. I	Business Administrator	Isaac Davis/ Asst CBA - Finance
	Distribution of Cash Handling Procedures to employees who	Elizabeth A. Shepard/ Dept.	T 5 1/1 GD 1 5
11	handle cash.	Business Administrator	Isaac Davis/ Asst CBA - Finance
	Consistent and efficient responses to inquiries.	Elizabeth A. Shepard/ Dept.	
12		Business Administrator	Isaac Davis/ Asst CBA - Finance
PETTY	CASH		
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	N/A	
	purposes.		
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	N/A	
	disbursement.		
LONG I	DISTANCE CHARGES		
1	Manager review of long distance charges for unusual activity.	Elizabeth A. Shepard/ Dept.	
		Business Administrator	Isaac Davis/ Asst CBA - Finance
2	Ensuring personal calls are reimbursed within 10 days from the	Elizabeth A. Shepard/ Dept.	
	billing date.	Business Administrator	Isaac Davis/ Asst CBA - Finance
CONTR	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Elizabeth A. Shepard/ Dept.	<u> </u>
1	administration policies/procedures.	Business Administrator	Isaac Davis/ Asst CBA - Finance
PROPE.	RTY MANAGEMENT	Dusmess rummisuator	
LICIE	III I MENIODINIA		
1	Performing the annual inventory.	Frank Houston/CTS Manager	Elizabeth A. Shepard/ Dept.
1	i choming the annual inventory.	Trank Houston/C13 Manager	
- 2	Enguring the annual inventors are a second at 1	Enon's Houston (CTC Manager	Business Administrator
2	Ensuring the annual inventory was completed correctly.	Frank Houston/CTS Manager	Elizabeth A. Shepard/ Dept.
	lm i i	E 1 II	Business Administrator
3	Tagging equipment.	Frank Houston/CTS Manager	Elizabeth A. Shepard/ Dept.
		1 - 1 - 1 - 1	Business Administrator
4	Approving requests for removal of equipment from campus.	Frank Houston/CTS Manager	Elizabeth A. Shepard/ Dept.
			Business Administrator
DISCLO	OSURE FORMS		
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School of Theatre Dance Baseline Standards FY 2013

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
1	Ensuring all employees with purchasing influence complete the	Steve Wallace/ Director, SoTD	Elizabeth A. Shepard/ Dept.
	annual Related Party disclosure statement online.		Business Administrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Steve Wallace/ Director, SoTD	Elizabeth A. Shepard/ Dept.
	complete the Consulting disclosure statement online.		Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators	Steve Wallace/ Director, SoTD	Elizabeth A. Shepard/ Dept.
	complete the annual Conflict of Interest disclosure statement for		Business Administrator
	the Division of Research.		
ACCO	JNTS 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	Andrea Short, Exec. Dir. Of	Elizabeth A. Shepard/ Dept.
	fund equity at year-end.	College Business Operations	Business Administrator
2	Ensuring that research expenditures are covered by funds from	Andrea Short, Exec. Dir. Of	Elizabeth A. Shepard/ Dept.
DEPAR	sponsors. TMENTAL COMPUTING	College Business Operations	Business Administrator
1	Management of the departments' information technology	Frank Houston/CTS Manager	Elizabeth A. Shepard/ Dept.
1	resources.	Tank Houston/C15 Wanager	Business Administrator
2	Ensuring that critical data back up occurs.	Frank Houston/CTS Manager	Elizabeth A. Shepard/ Dept.
			Business Administrator
3	Ensuring that procedures such as password controls are	Frank Houston/CTS Manager	Elizabeth A. Shepard/ Dept.
	followed.		Business Administrator
4	Reporting of suspected security violations.	Frank Houston/CTS Manager	Elizabeth A. Shepard/ Dept.
			Business Administrator

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