School of Theatre Dance Baseline Standards FY 2013

		-	son(s) (Name/Title)
	tion of Responsibility	Primary (Required)	Secondary (Optional)
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE		
STAND			
1	Ensuring the Departmental Policy and Procedures manual is	Vacant/ Asst Business	
	current.	Administrator	Isaac Davis/ Asst CBA - Finance
2	Updating the Baseline Standards Form.	Vacant/ Asst Business	
		Administrator	Isaac Davis/ Asst CBA - Finance
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Vacant/ Asst Business	
		Administrator	Isaac Davis/ Asst CBA - Finance
2	Reviewing cost center verifications.	Vacant/ Asst Business	
_	The viewing cost content vermountains.	Administrator	Isaac Davis/ Asst CBA - Finance
3	Approving cost center verifications.	Andrea Short, Exec. Dir. Of	James Johnson/ Director, SoTD
3	ripproving cost center verifications.	College Business Operations	Junes Johnson Breetor, 5012
4	Ensuring all cost centers are verified/approved on a timely	Vacant/ Asst Business	
7	basis.	Administrator	Isaac Davis/ Asst CBA - Finance
EIN A NO	CIAL REPORTING - EXPENDITURE TRANSACTIONS	Administrator	Isaac Davis/ Asst CDA - I mance
THINAIN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Encuring valid authorization of purchase documents	Vacant/ Asst Business	+
1	Ensuring valid authorization of purchase documents.		Isaac Davis/ Asst CBA - Finance
2	F ' 4 1'1' C 1 1 ' 1	Administrator	Isaac Davis/ Asst CBA - Finance
2	Ensuring the validity of travel and expense reimbursements.	Vacant/ Asst Business	I D : /A (CDA E
		Administrator	Isaac Davis/ Asst CBA - Finance
3	Ensuring that goods and services are received and that timely	A. Mechelle Turner/Office	Vacant/ Asst Business
	payment is made.	Coordinator	Administrator
4	Ensuring correct account coding on purchases documents.	Vacant/ Asst Business	A. Mechelle Turner/Office
		Administrator	Coordinator
5	Primary contact for inquiries to expenditure transactions.	A. Mechelle Turner/Office	Vacant/ Asst Business
		Coordinator	Administrator
PAYRO	LL / HUMAN RESOURCES		
1	Reconciling approved bi-weekly leave requests to time and	Vacant/ Asst Business	Mary Duncan/ College Business
	effort reports.	Administrator	Administrator
2	Reconciling bi-weekly leave accruals to the HR System.	Vacant/ Asst Business	Mary Duncan/ College Business
		Administrator	Administrator
3	Ensuring all bi-weekly time and effort reports are submitted to	Vacant/ Asst Business	Mary Duncan/ College Business
	Payroll.	Administrator	Administrator
4	Ensuring all monthly leave is recorded and approved in the HR	Vacant/ Asst Business	Mary Duncan/ College Business
	System.	Administrator	Administrator
5	Reconciling time and effort reports (bi-weekly employees) and	Vacant/ Asst Business	
	ePARs (monthly employees) to the trial and final payroll	Administrator	Mary Duncan/ College Business
	verification reports.		Administrator
6	Completing termination clearance procedures.	Vacant/ Asst Business	Mary Duncan/ College Business
		Administrator	Administrator
7	Ensuring terminated employees are no longer charged to	Vacant/ Asst Business	
	departmental cost centers.	Administrator	Isaac Davis/ Asst CBA - Finance
8	Paycheck distribution.	Vacant/ Asst Business	Mary Duncan/ College Business
_	3	Administrator	Administrator
9	Maintaining departmental Personnel files.	Vacant/ Asst Business	Mary Duncan/ College Business
	departmental i ersonner mes.	Administrator	Administrator
10	Ensuring valid authorization of new hires.	Vacant/ Asst Business	Mary Duncan/ College Business
10	Zinsuring valid authorization of flew filles.	Administrator	Administrator
11	Ensuring valid authorization of changes in compensation rates.	Vacant/ Asst Business	Mary Duncan/ College Business
11	Linearing valid authorization of changes in compensation rates.	Administrator	Administrator
12	Ensuring the accurate input of changes to the HR System.	Vacant/ Asst Business	Mary Duncan/ College Business
	Ensuring the accurate input of changes to the fix system.		Administrator
12	Decemiety of leave account classification and increase 1	Administrator	Mary Duncan/ College Business
13	Propriety of leave account classification on time records.	Vacant/ Asst Business	
		Administrator	Administrator
14	Consistent and efficient responses to inquiries.	Vacant/ Asst Business	Mary Duncan/ College Business
a . ~	L L L L L L L L L L L L L L L L L L L	Administrator	Administrator
CASH I	HANDLING		

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School of Theatre Dance Baseline Standards FY 2013

			son(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	Vacant/ Asst Business
		Coordinator	Administrator
4	Preparing Journal Entries.	A. Mechelle Turner/Office	Vacant/ Asst Business
		Coordinator	Administrator
5	Verifying deposits posted correctly in the Finance System.	Vacant/ Asst Business	
	J G I I I I I I I I I I I I I I I I I I	Administrator	Isaac Davis/ Asst CBA - Finance
6	Adequacy of physical safeguards.	Vacant/ Asst Business	Joyce Murray/ Box Office
3		Administrator	Manager
7	Transporting deposits to Student Financial Services.	UH Police	1774114GC1
,	Transporting deposits to student I maneral services.	off fonce	
8	Ensuring deposits are made timely.	A. Mechelle Turner/Office	Vacant/ Asst Business
0	Ensuring deposits are made timery.	Coordinator	Administrator
	F		Administrator
	Ensuring all employees who handle cash have completed Cash	Vacant/ Asst Business	
	Security Procedures or Cash Deposit and Security Procedures	Administrator	
9	training.		Isaac Davis/ Asst CBA - Finance
	Updating Cash Handling Procedures as needed.	Vacant/ Asst Business	
10		Administrator	Isaac Davis/ Asst CBA - Finance
	Distribution of Cash Handling Procedures to employees who	Vacant/ Asst Business	
11	handle cash.	Administrator	Isaac Davis/ Asst CBA - Finance
	Consistent and efficient responses to inquiries.	Vacant/ Asst Business	
12		Administrator	Isaac Davis/ Asst CBA - Finance
PETTY	CASH		
1	Preparing petty cash disbursements.	N/A	
_	F	- "	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
_	Ensuring petty easif disoursements are not for more than \$100.	1,71	
3	Ensuring petty cash disbursements are made for only authorized	N/A	
3		IVA	
4	purposes. Approving petty cash disbursements.	N/A	
4	Approving petty cash disbursements.	N/A	
	D 1 '1' 4 4 4 10 10 1	NT/A	
5	Replenishing the petty cash fund timely.	N/A	
		27/4	
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.	Vacant/ Asst Business	
		Administrator	Isaac Davis/ Asst CBA - Finance
2	Ensuring personal calls are reimbursed within 10 days from the	Vacant/ Asst Business	
	billing date.	Administrator	Isaac Davis/ Asst CBA - Finance
CONTR	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Vacant/ Asst Business	
_	administration policies/procedures.	Administrator	Isaac Davis/ Asst CBA - Finance
PROPE	RTY MANAGEMENT		
- 1.O1 D			
1	Performing the annual inventory.	Frank Houston/CTS Manager	Vacant/ Asst Business
1	1 crioining the aimtai inventory.	Tank Houston/C15 Wanager	Administrator
- 2	Enguring the annual inventors your	Emanla Houston (CTC Marra	Vacant/ Asst Business
2	Ensuring the annual inventory was completed correctly.	Frank Houston/CTS Manager	
	m t	T III (CTC)	Administrator
3	Tagging equipment.	Frank Houston/CTS Manager	Vacant/ Asst Business
			Administrator
4	Approving requests for removal of equipment from campus.	Frank Houston/CTS Manager	Vacant/ Asst Business
			Administrator
DISCLO	OSURE FORMS		
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School of Theatre Dance Baseline Standards FY 2013

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

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