

Dean - H0102  
 Baseline Standards  
 FY 2017

		<b>Responsible Person(s) (Name/Title)</b>	
<b>Description of Responsibility</b>		<b>Primary (Required)</b>	<b>Secondary (Optional)</b>
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Kristi Martin, Asst. Business Administrator	LaSaundra Cotright, College Administrator
2	Updating the Baseline Standards Form.	Kristi Martin, Asst. Business Administrator	LaSaundra Cotright, College Administrator
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Justin Patrick, Financial Coord.	Kristi Martin, Asst. Business Administrator
2	Reviewing cost center verifications.	Kristi Martin, Asst. Business Administrator	LaSaundra Cotright, College Administrator
3	Approving cost center verifications.	Kristi Martin, Asst. Business Administrator	LaSaundra Cotright, College Administrator
4	Ensuring all cost centers are verified/approved on a timely basis.	Justin Patrick, Financial Coord.	Kristi Martin, Asst. Business Administrator
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Justin Patrick, Financial Coord.	Kristi Martin, Asst. Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Jordan Wilcots, Financial Coord.	Justin Patrick, Financial Coord.
3	Ensuring that goods and services are received and that timely payment is made.	Justin Patrick, Financial Coord.	Kristi Martin, Asst. Business Administrator
4	Ensuring correct account coding on purchases documents.	Justin Patrick, Financial Coord.	Kristi Martin, Asst. Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Justin Patrick, Financial Coord.	Kristi Martin, Asst. Business Administrator
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Jordan Wilcots, Financial Coord.	Justin Patrick, Financial Coord.
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Jordan Wilcots, Financial Coord.	Justin Patrick, Financial Coord.
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Jordan Wilcots, Financial Coord.	Justin Patrick, Financial Coord.
4	Completing termination clearance procedures.	Jordan Wilcots, Financial Coord.	Kristi Martin, Asst. Business Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Jordan Wilcots, Financial Coord.	Kristi Martin, Asst. Business Administrator
6	Maintaining departmental Personnel files.	Jordan Wilcots, Financial Coord.	Justin Patrick, Financial Coord.
7	Ensuring valid authorization of new hires.	Jordan Wilcots, Financial Coord.	Justin Patrick, Financial Coord.
8	Ensuring valid authorization of changes in compensation rates.	Jordan Wilcots, Financial Coord.	Justin Patrick, Financial Coord.
9	Ensuring the accurate input of changes to the HR System.	Jordan Wilcots, Financial Coord.	Justin Patrick, Financial Coord.
10	Consistent and efficient responses to inquiries.	Jordan Wilcots, Financial Coord.	Justin Patrick, Financial Coord.

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Hillary Norwood, Development Coord. 2	Justin Patrick, Financial Coord.
2	Reconciling cash, checks, etc. to receipts.	Justin Patrick, Financial Coord.	Kristi Martin, Asst. Business Administrator
3	Preparing deposits.	Justin Patrick, Financial Coord.	Kristi Martin, Asst. Business Administrator
4	Preparing Journal Entries.	Justin Patrick, Financial Coord.	Kristi Martin, Asst. Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Justin Patrick, Financial Coord.	Kristi Martin, Asst. Business Administrator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Justin Patrick, Financial Coord.	Kristi Martin, Asst. Business Administrator
7	Secure deposits via UHDPS to Student Financial Services.	Justin Patrick, Financial Coord.	Kristi Martin, Asst. Business Administrator
8	Ensuring deposits are made timely.	Justin Patrick, Financial Coord.	Kristi Martin, Asst. Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Kristi Martin, Asst. Business Administrator	Justin Patrick, Financial Coord.
10	Updating Cash Handling Procedures as needed.	Kristi Martin, Asst. Business Administrator	Justin Patrick, Financial Coord.
11	Distribution of Cash Handling Procedures to employees who handle cash.	Kristi Martin, Asst. Business Administrator	Justin Patrick, Financial Coord.
12	Consistent and efficient responses to inquiries.	Justin Patrick, Financial Coord.	Kristi Martin, Asst. Business Administrator
<b>PETTY CASH</b>			
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 purposes.	N/A	
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 disbursement.	N/A	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Kristi Martin, Asst. Business Administrator	LaSaundra Cotright, College Administrator
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Mike Mahanay, Project Manager	Justin Patrick, Financial Coord.
2	Ensuring the annual inventory was completed correctly.	Mike Mahanay, Project Manager	Kristi Martin, Asst. Business Administrator
3	Tagging equipment.	Mike Mahanay, Project Manager	Justin Patrick, Financial Coord.
4	Approving requests for removal of equipment from campus.	Mike Mahanay, Project Manager	Kristi Martin, Asst. Business Administrator
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Kristi Martin, Asst. Business Administrator	Jordan Wilcots, Financial Coord.
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Kristi Martin, Asst. Business Administrator	Jordan Wilcots, Financial Coord.
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.		

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	Karen Le, Technical Services Specialist	Salvador Baez-Franceschi, College Info. Services Manager
3	Collection.	Karen Le, Technical Services Specialist	Salvador Baez-Franceschi, College Info. Services Manager
4	Recording.	Justin Patrick, Financial Coord.	Kristi Martin, Asst. Business Administrator
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	Salvador Baez-Franceschi, College Info. Services Manager	Kristi Martin, Asst. Business Administrator
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Fred McGhee, Executive Director of Business Operations	Kristi Martin, Asst. Business Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	Kristi Martin, Asst. Business Administrator	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Gosfrey Gutierrez, Systems Administrator	Salvador Baez-Franceschi, College Info. Services Manager
2	Ensuring that critical data back up occurs.	Gosfrey Gutierrez, Systems Administrator	Salvador Baez-Franceschi, College Info. Services Manager
3	Ensuring that procedures such as password controls are followed.	Gosfrey Gutierrez, Systems Administrator	Salvador Baez-Franceschi, College Info. Services Manager
4	Reporting of suspected security violations.	Luan Ho, Systems Administrator	Salvador Baez-Franceschi, College Info. Services Manager

Submitted: