

College of Architecture
Baseline Standards
FY2012

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.	Mary Benham, CBA	
2	Updating the Baseline Standards Form.	Mary Benham, CBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Herlinda Silva, Off Assist 1	
2	Reviewing cost center verifications.	Mary Benham, CBA	
3	Approving cost center verifications.	Mary Benham, CBA	
4	Ensuring all cost centers are verified/approved on a timely basis.	Mary Benham, CBA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Kelly Le, Financial Assistant	Nhu-Thuy Mai, Assist CBA
2	Ensuring the validity of travel and expense reimbursements.	Vacant Position, HR/Payroll Coord.	Nhu-Thuy Mai, Assist CBA
3	Ensuring that goods and services are received and that timely payment is made.	Kelly Le, Financia Assistant	Nhu-Thuy Mai, Assist CBA
4	Ensuring correct account coding on purchases documents.	Kelly Le, Financia Assistant	Nhu-Thuy Mai, Assist CBA
5	Primary contact for inquiries to expenditure transactions.	Nhu-Thuy Mai, Assist CBA	Mary Benham, CBA
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Rebecca Stephens, HR/Payroll Coordinator	Nhu-Thuy Mai, Assist CBA
2	Reconciling bi-weekly leave accruals to the HR System.	Rebecca Stephens, HR/Payroll Coordinator	Nhu-Thuy Mai, Assist CBA
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Rebecca Stephens, HR/Payroll Coordinator	Nhu-Thuy Mai, Assist CBA
4	Ensuring all monthly leave is recorded and approved in the HR System.	Rebecca Stephens, HR/Payroll Coordinator	Nhu-Thuy Mai, Assist CBA
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Rebecca Stephens, HR/Payroll Coordinator	Nhu-Thuy Mai, Assist CBA
6	Completing termination clearance procedures.	Rebecca Stephens, HR/Payroll Coordinator	Nhu-Thuy Mai, Assist CBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Rebecca Stephens, HR/Payroll Coordinator	Nhu-Thuy Mai, Assist CBA
8	Paycheck distribution.	Rebecca Stephens, HR/Payroll Coordinator	Nhu-Thuy Mai, Assist CBA
9	Maintaining departmental Personnel files.	Rebecca Stephens, HR/Payroll Coordinator	Nhu-Thuy Mai, Assist CBA
10	Ensuring valid authorization of new hires.	Rebecca Stephens, HR/Payroll Coordinator	Nhu-Thuy Mai, Assist CBA
11	Ensuring valid authorization of changes in compensation rates.	Rebecca Stephens, HR/Payroll Coordinator	Nhu-Thuy Mai, Assist CBA
12	Ensuring the accurate input of changes to the HR System.	Rebecca Stephens, HR/Payroll Coordinator	Nhu-Thuy Mai, Assist CBA
13	Propriety of leave account classification on time records.	Rebecca Stephens, HR/Payroll Coordinator	Nhu-Thuy Mai, Assist CBA
14	Consistent and efficient responses to inquiries.	Rebecca Stephens, HR/Payroll Coordinator	Nhu-Thuy Mai, Assist CBA
CASH HANDLING			

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1 Collecting cash, checks, etc.	Mary Benham, CBA	Nhu-Thuy Mai, Assist CBA
2 Reconciling cash, checks, etc. to receipts.	Nhu-Thuy Mai, Assist CBA	Kelly Le, Financial Assistant
3 Preparing deposits.	Nhu-Thuy Mai, Assist CBA	Kelly Le, Financial Assistant
4 Preparing Journal Entries.	Nhu-Thuy Mai, Assist CBA	Kelly Le, Financial Assistant
5 Verifying deposits posted correctly in the Finance System.	Nhu-Thuy Mai, Assist CBA	Kelly Le, Financial Assistant
6 Adequacy of physical safeguards.	Mary Benham, CBA	Nhu-Thuy Mai, Assist CBA
7 Transporting deposits to Student Financial Services.	Nhu-Thuy Mai, Assist CBA	Kelly Le, Financial Assistant
8 Ensuring deposits are made timely.	Nhu-Thuy Mai, Assist CBA	Kelly Le, Financial Assistant
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Mary Benham, CBA	Nhu-Thuy Mai, Assist CBA
10 Updating Cash Handling Procedures as needed.	Mary Benham, CBA	
11 Distribution of Cash Handling Procedures to employees who handle cash.	Mary Benham, CBA	
12 Consistent and efficient responses to inquiries.	Mary Benham, CBA	
PETTY CASH		
1 Preparing petty cash disbursements.	NA	
2 Ensuring petty cash disbursements are not for more than \$100.	NA	
3 Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4 Approving petty cash disbursements.	NA	
5 Replenishing the petty cash fund timely.	NA	
6 Ensuring the petty cash fund is balanced after each disbursement.	NA	
LONG DISTANCE / CELL PHONE CHARGES		
1 Forwarding employees their long distance and cell phone charge reports for verification.	Herlinda Silva, Off Assist 1	
2 Ensuring employees review their long distance and/or cell phone charge reports.	Herlinda Silva, Off Assist 1	
3 Ensuring personal calls are reimbursed within 10 days from the billing date.	Herlinda Silva, Off Assist 1	
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Kelly Le, Financial Assistant	Nhu-Thuy Mai, Assist CBA
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Mary Benham, CBA	
2 Ensuring the annual inventory was completed correctly.	Mary Benham, CBA	
3 Tagging equipment.	Mary Benham, CBA	
4 Approving requests for removal of equipment from campus.	Mary Benham, CBA	

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Mary Benham, CBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Mary Benham, CBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Mary Benham, CBA	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Mary Benham, CBA	Nhu-Thuy Mai, Assist CBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Nhu-Thuy Mai, Assist CBA	Mary Benham, CBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	David Brashear, IT Manager	Mary Benham, CBA
2	Ensuring that critical data back up occurs.	David Brashear, IT Manager	
3	Ensuring that procedures such as password controls are followed.	David Brashear, IT Manager	
4	Reporting of suspected security violations.	David Brashear, IT Manager	