School of Art
Baseline Standards
FY 2017

	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.	Survival Guide	
2	Updating the Baseline Standards Form.	Natashia Craft (DBA)	
	FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Natashia Craft (DBA)	
2	Reviewing cost center verifications.	Rex Koontz (Director)	
3	Approving cost center verifications.	Rex Koontz (Director)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Natashia Craft (DBA)	
	FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Andrea Johnson (Office Coord)	
2	Ensuring the validity of travel and expense reimbursements.	Natashia Craft (DBA)	
3	Ensuring that goods and services are received and that timely payment is made.	Andrea Johnson (Paymentfice Coord)	
4	Ensuring correct account coding on purchases documents.	Andrea Johnson (Onfice Coord)	
5	Primary contact for inquiries to expenditure transactions.	Andrea Johnson (Tofice Coord)	
	PAYROLL / HUMAN RESOURCES		
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.	Time Approvorers	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Time Approvorers	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Andrea Johnson (bi-weekly) Natashia Craft (monthly)	
4	Completing termination clearance procedures.	Natashia Craft (DBA)	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Natashia Craft (DBA)	
6	Maintaining departmental Personnel files.	Natashia Craft (DBA)	
7	Ensuring valid authorization of new hires.	Natashia Craft (DBA)	
8	Ensuring valid authorization of changes in compensation rates.	Natashia Craft (DBA)	
9	Ensuring the accurate input of changes to the HR System.	Natashia Craft (DBA)	
10	Consistent and efficient responses to inquiries.	Natashia Craft (DBA)	

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	Andrea Johnson (Office Coord)	
2	Reconciling cash, checks, etc. to receipts.	Natashia Craft (DBA)	
3	Preparing deposits.	Andrea Johnson (Office Coord)	
4	Preparing Journal Entries.	Andrea Johnson (Office Coord)	
5	Verifying deposits posted correctly in the Finance System.	Natashia Craft (DBA)	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Natashia Craft (DBA)	
7	Secure deposits via UHDPS to Student Financial Services.	Natashia Craft (DBA)	
8	Ensuring deposits are made timely.	Natashia Craft (DBA)	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Natashia Craft (DBA)	
10	Updating Cash Handling Procedures as needed.	Natashia Craft (DBA)	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Natashia Craft (DBA)	
12	Consistent and efficient responses to inquiries.	Natashia Craft (DBA)	
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 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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Natashia Craft (DBA)	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Joseph Lazzaro (Micro Analyst 2)	
2	Ensuring the annual inventory was completed correctly.	Joseph Lazzaro (Micro Analyst 2)	
3	Tagging equipment.	Joseph Lazzaro (Micro Analyst 2)	
4	Approving requests for removal of equipment from campus.	Joseph Lazzaro (Micro Analyst 2)	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Natashia Craft (DBA)	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Natashia Craft (DBA)	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Natashia Craft (DBA)	

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		Primary (Required)	**Secondary (Optional)**
	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 fund equity at year-end.	Natashia Craft (DBA)	
2	Ensuring that research expenditures are covered by funds from sponsors.	Natashia Craft (DBA)	
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Joseph Lazzaro (Micro Analyst 2)	
2	Ensuring that critical data back up occurs.	Joseph Lazzaro (Micro Analyst 2)	
3	Ensuring that procedures such as password controls are followed.	Joseph Lazzaro (Micro Analyst 2)	
4	Reporting of suspected security violations.	Joseph Lazzaro (Micro Analyst 2)	