

Moores School of Music (H0090)  
Baseline Standards  
FY 2017

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

Moores School of Music (H0090)  
Baseline Standards  
FY 2017

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Omar Sheikh, Admin. Coordinator	Kristin Deville, DBA
2	Reconciling cash, checks, etc. to receipts.	Omar Sheikh, Admin. Coordinator	Kristin Deville, DBA
3	Preparing deposits.	Omar Sheikh, Admin. Coordinator	Kristin Deville, DBA
4	Preparing Journal Entries.	Omar Sheikh, Admin. Coordinator	Kristin Deville, DBA
5	Verifying deposits posted correctly in the Finance System.	Kristin Deville, DBA	Omar Sheikh, Admin. Coordinator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Omar Sheikh, Admin. Coordinator	Kristin Deville, DBA
7	Secure deposits via UHDPS to Student Financial Services.	Omar Sheikh, Admin. Coordinator	Kristin Deville, DBA
8	Ensuring deposits are made timely.	Omar Sheikh, Admin. Coordinator	Kristin Deville, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Kristin Deville, DBA	
10	Updating Cash Handling Procedures as needed.	Kristin Deville, DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Kristin Deville, DBA	
12	Consistent and efficient responses to inquiries.	Omar Sheikh, Admin. Coordinator	Kristin Deville, DBA
<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.	Omar Sheikh, Admin. Coordinator	Kristin Deville, DBA
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Ric Richardson, User Services Spec 2	Kristin Deville, DBA
2	Ensuring the annual inventory was completed correctly.	Kristin Deville, DBA	
3	Tagging equipment.	Ric Richardson, User Services Spec 2	Kristin Deville, DBA
4	Approving requests for removal of equipment from campus.	Ric Richardson, User Services Spec 2	Kristin Deville, DBA
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Kristin Deville, DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Kristin Deville, DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Kristin Deville, DBA	Omar Sheikh, Admin. Coordinator

Moores School of Music (H0090)  
 Baseline Standards  
 FY 2017

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	Omar Sheikh, Admin. Coordinator	Kristin Deville, DBA
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.	Blake Wilkins, Director	Kristin Deville, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Kristin Deville, DBA	Blake Wilkins, Director
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Ric Richardson, User Services Spec 2	
2	Ensuring that critical data back up occurs.	Ric Richardson, User Services Spec 2	
3	Ensuring that procedures such as password controls are followed.	Ric Richardson, User Services Spec 2	
4	Reporting of suspected security violations.	Ric Richardson, User Services Spec 2	