

School of Theatre and Dance
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.	Isaac Davis, Asst. Dir Business Operations	Ornela Santee, Dir. College Business Operations
2	Updating the Baseline Standards Form.	Isaac Davis, Asst. Dir Business Operations	Ornela Santee, Dir. College Business Operations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Isaac Davis, Asst. Dir Business Operations	Vacant
2	Reviewing cost center verifications.	Isaac Davis, Asst. Dir Business Operations	Dr. Robert Shimko, Director
3	Approving cost center verifications.	Isaac Davis, Asst. Dir Business Operations	Dr. Robert Shimko, Director
4	Ensuring all cost centers are verified/approved on a timely basis.	Isaac Davis, Asst. Dir Business Operations	Dr. Robert Shimko, Director
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Isaac Davis, Asst. Dir Business Operations	Dr. Robert Shimko, Director
2	Ensuring the validity of travel and expense reimbursements.	Isaac Davis, Asst. Dir Business Operations	Dr. Robert Shimko, Director
3	Ensuring that goods and services are received and that timely payment is made.	Vacant	Isaac Davis, Asst. Dir Business Operations
4	Ensuring correct account coding on purchases documents.	Vacant	Isaac Davis, Asst. Dir Business Operations
5	Primary contact for inquiries to expenditure transactions.	Vacant	Isaac Davis, Asst. Dir Business Operations
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.	Isaac Davis, Asst. Dir Business Operations	Isaac Davis, Asst. Dir Business Operations
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Isaac Davis, Asst. Dir Business Operations	Isaac Davis, Asst. Dir Business Operations
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Isaac Davis, Asst. Dir Business Operations	Isaac Davis, Asst. Dir Business Operations
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Isaac Davis, Asst. Dir Business Operations	Isaac Davis, Asst. Dir Business Operations
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls	Isaac Davis, Asst. Dir Business Operations	Isaac Davis, Asst. Dir Business Operations
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Isaac Davis, Asst. Dir Business Operations	Isaac Davis, Asst. Dir Business Operations
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Isaac Davis, Asst. Dir Business Operations	Isaac Davis, Asst. Dir Business Operations
8	Maintaining departmental personnel files.	Isaac Davis, Asst. Dir Business Operations	Isaac Davis, Asst. Dir Business Operations
9	Consistent and efficient responses to inquiries.	Vacant	Isaac Davis, Asst. Dir Business Operations
10	Hire ePAR's should be processed at least 1 week prior to start date.	Isaac Davis, Asst. Dir Business Operations	Isaac Davis, Asst. Dir Business Operations
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Isaac Davis, Asst. Dir Business Operations	

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CASH HANDLING			
1	Collecting cash, checks, etc.	Joyce Murray, Box Office Coordinator	Isaac Davis, Asst. Dir Business Operations
2	Reconciling cash, checks, etc. to receipts.	Joyce Murray, Box Office Coordinator	Isaac Davis, Asst. Dir Business Operations
3	Preparing deposits.	Julian Waneck\Office Coordinator	Isaac Davis, Asst. Dir Business Operations
4	Preparing Journal Entries.	Vacant	Isaac Davis, Asst. Dir Business Operations
5	Verifying deposits posted correctly in the Finance System.	Isaac Davis, Asst. Dir Business Operations	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Joyce Murray, Box Office Coordinator	Isaac Davis, Asst. Dir Business Operations
7	Secure deposits via UHDPS to Student Financial Services.	Vacant	Isaac Davis, Asst. Dir Business Operations
8	Ensuring deposits are made timely.	Isaac Davis, Asst. Dir Business Operations	Isaac Davis, Asst. Dir Business Operations
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Isaac Davis, Asst. Dir Business Operations	Isaac Davis, Asst. Dir Business Operations
10	Updating Cash Handling Procedures as needed.	Isaac Davis, Asst. Dir Business Operations	Isaac Davis, Asst. Dir Business Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Isaac Davis, Asst. Dir Business Operations	Isaac Davis, Asst. Dir Business Operations
12	Consistent and efficient responses to inquiries.	Joyce Murray, Box Office Coordinator	Isaac Davis, Asst. Dir Business Operations
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.	Isaac Davis, Asst. Dir Business Operations	Ornela Santee, Dir. College Business Operations
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Isaac Davis, Asst. Director	Edwin Richardson, College IT Manager
2	Ensuring the annual inventory was completed correctly.	Isaac Davis, Asst. Director	Edwin Richardson, College IT Manager
3	Tagging equipment.	Isaac Davis, Asst. Director	Edwin Richardson, College IT Manager
4	Approving requests for removal of equipment from campus.	Isaac Davis, Asst. Director	Edwin Richardson, College IT Manager
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Isaac Davis, Asst. Dir Business Operations	Ornela Santee, Dir. College Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Isaac Davis, Asst. Dir Business Operations	Ornela Santee, Dir. College Business Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Isaac Davis, Asst. Dir Business Operations	Ornela Santee, Dir. College Business Operations

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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.	Isaac Davis, Asst. Dir Business Operations	Ornela Santee, Dir. College Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Isaac Davis, Asst. Dir Business Operations	Ornela Santee, Dir. College Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.		Isaac Davis, Asst. Dir Business Operations
2	Ensuring that critical data back up occurs.		Isaac Davis, Asst. Dir Business Operations
3	Ensuring that procedures such as password controls are followed.		Isaac Davis, Asst. Dir Business Operations
4	Reporting of suspected security violations.	Isaac Davis, Asst. Dir Business Operations	Edwin Richardson, College IT Manager