

Moore School of Music (H0090)  
Baseline Standards  
FY 2019

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.	Pei Hsieh, Asst, Financial 2	Ornela Santee, CBA
2	Updating the Baseline Standards Form.	Pei Hsieh, Asst, Financial 2	Ornela Santee, CBA
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Pei Hsieh, Asst, Financial 2	Ornela Santee, CBA
2	Reviewing cost center verifications.	Pei Hsieh, Asst, Financial 2	Courtney Crappell, Director Ornela Santee, CBA
3	Approving cost center verifications.	Courtney Crappell, Director	Ornela Santee, CBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Pei Hsieh, Asst, Financial 2	Ornela Santee, CBA
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Pei Hsieh, Asst, Financial 2	Ornela Santee, CBA
2	Ensuring the validity of travel and expense reimbursements.	Pei Hsieh, Asst, Financial 2	Ornela Santee, CBA
3	Ensuring that goods and services are received and that timely payment is made.	Pei Hsieh, Asst, Financial 2	Ornela Santee, CBA
4	Ensuring correct account coding on purchases documents.	Pei Hsieh, Asst, Financial 2	Ornela Santee, CBA
5	Primary contact for inquiries to expenditure transactions.	Pei Hsieh, Asst, Financial 2	Ornela Santee, CBA
<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.	Jessica Torres, DBA	Ornela Santee, CBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Jessica Torres, DBA	Ornela Santee, CBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Jessica Torres, DBA	Ornela Santee, CBA
4	Completing termination clearance procedures.	Jessica Torres, DBA	Ornela Santee, CBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Jessica Torres, DBA	Ornela Santee, CBA
6	Maintaining departmental Personnel files.	Jessica Torres, DBA	Ornela Santee, CBA
7	Ensuring valid authorization of new hires.	Jessica Torres, DBA	Ornela Santee, CBA
8	Ensuring valid authorization of changes in compensation rates.	Jessica Torres, DBA	Ornela Santee, CBA
9	Ensuring the accurate input of changes to the HR System.	Jessica Torres, DBA	Ornela Santee, CBA

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10 Consistent and efficient responses to inquiries.	Jessica Torres, DBA	Ornela Santee, CBA
<b>CASH HANDLING</b>		
1 Collecting cash, checks, etc.	Pei Hsieh, Asst, Financial 2	Ornela Santee, CBA
2 Reconciling cash, checks, etc. to receipts.	Pei Hsieh, Asst, Financial 2	Ornela Santee, CBA
3 Preparing deposits.	Pei Hsieh, Asst, Financial 2	Ornela Santee, CBA
4 Preparing Journal Entries.	Pei Hsieh, Asst, Financial 2	Ornela Santee, CBA
5 Verifying deposits posted correctly in the Finance System.	Pei Hsieh, Asst, Financial 2	Ornela Santee, CBA
6 Adequacy of physical safeguards of cash receipts and equivalent.	Pei Hsieh, Asst, Financial 2	Ornela Santee, CBA
7 Secure deposits via UHDPS to Student Financial Services.	Pei Hsieh, Asst, Financial 2	Ornela Santee, CBA
8 Ensuring deposits are made timely.	Pei Hsieh, Asst, Financial 2	Ornela Santee, CBA
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Pei Hsieh, Asst, Financial 2	Ornela Santee, CBA
10 Updating Cash Handling Procedures as needed.	Pei Hsieh, Asst, Financial 2	Ornela Santee, CBA
11 Distribution of Cash Handling Procedures to employees who handle cash.	Pei Hsieh, Asst, Financial 2	Ornela Santee, CBA
12 Consistent and efficient responses to inquiries.	Pei Hsieh, Asst, Financial 2	Ornela Santee, CBA
<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.	Pei Hsieh, Asst, Financial 2	Ornela Santee, CBA
<b>PROPERTY MANAGEMENT</b>		
1 Performing the annual inventory.	Paul Rousse, Asst Director - Facility Operations	Pei Hsieh, Asst, Financial 2

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2	Ensuring the annual inventory was completed correctly.	Paul Rouse, Asst Director - Facility Operations Courtney Crappell, Director
3	Tagging equipment.	Paul Rouse, Asst Director - Facility Operations Pei Hsieh, Asst, Financial 2
4	Approving requests for removal of equipment from campus.	Paul Rouse, Asst Director - Facility Operations Pei Hsieh, Asst, Financial 2
<b>DISCLOSURE FORMS</b>		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Pei Hsieh, Asst, Financial 2 Ornela Santee, CBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Pei Hsieh, Asst, Financial 2 Ornela Santee, CBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Pei Hsieh, Asst, Financial 2 Ornela Santee, CBA
<b>ACCOUNTS RECEIVABLE</b>		
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
<b>NEGATIVE BALANCES</b>		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Courtney Crappell, Director Ornela Santee, CBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Pei Hsieh, Asst, Financial 2 Ornela Santee, CBA
<b>DEPARTMENTAL COMPUTING</b>		
1	Management of the departments' information technology resources.	Joe Lazzaro, Analyst, Microsystems 2 Courtney Crappell, Director
2	Ensuring that critical data back up occurs.	Joe Lazzaro, Analyst, Microsystems 2 Courtney Crappell, Director
3	Ensuring that procedures such as password controls are followed.	Joe Lazzaro, Analyst, Microsystems 2 Courtney Crappell, Director
4	Reporting of suspected security violations.	Joe Lazzaro, Analyst, Microsystems 2 Courtney Crappell, Director