

Athletics
Baseline Standards
FY 2013

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.	Jeff Collier, Assoc. AD, Business and Finance	TJ Meagher, Assoc. Athletic Dir., CFO
2	Updating the Baseline Standards Form.	TJ Meagher, Assoc. Athletic Dir., CFO	Jeff Collier, Assoc. AD, Business and Finance
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Sharon House, Asst Business Mgr. / Olga Zamora, Fin. Asst./ Meshu Negga , Fin. Asst.	
2	Reviewing cost center verifications.	Jeff Collier, Assoc. AD, Business and Finance	
3	Approving cost center verifications.	Jeff Collier, Assoc. AD, Business and Finance	
4	Ensuring all cost centers are verified/approved on a timely basis.	Jeff Collier, Assoc. AD, Business and Finance	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Jeff Collier, Assoc. AD, Business and Finance	
2	Ensuring the validity of travel and expense reimbursements.	Jeff Collier, Assoc. AD, Business and Finance	Jeff Collier, Assoc. AD, Business and Finance
3	Ensuring that goods and services are received and that timely payment is made.	Sharon House, Asst Business Mgr. / Olga Zamora, Fin. Asst./ Meshu Negga , Fin. Asst.	Jeff Collier, Assoc. AD, Business and Finance
4	Ensuring correct account coding on purchases documents.	Sharon House, Asst Business Mgr.	Jeff Collier, Assoc. AD, Business and Finance
5	Primary contact for inquiries to expenditure transactions.	Sharon House, Asst Business Mgr.	Jeff Collier, Assoc. AD, Business and Finance
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Sharon House, Asst Business Mgr. / Olga Zamora, Fin. Asst./ Meshu Negga , Fin. Asst.	
2	Reconciling bi-weekly leave accruals to the HR System.	Sharon House, Asst Business Mgr. / Olga Zamora, Fin. Asst./ Meshu Negga , Fin. Asst.	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Sharon House, Asst Business Mgr. / Olga Zamora, Fin. Asst./ Meshu Negga , Fin. Asst.	Jeff Collier, Assoc. AD, Business and Finance
4	Ensuring all monthly leave is recorded and approved in the HR System.	Sharon House, Asst Business Mgr. / Olga Zamora, Fin. Asst./ Meshu Negga , Fin. Asst.	Jeff Collier, Assoc. AD, Business and Finance
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Sharon House, Asst Business Mgr. / Olga Zamora, Fin. Asst./ Meshu Negga , Fin. Asst.	
6	Completing termination clearance procedures.	Sharon House, Asst Business Mgr.	Jeff Collier, Assoc. AD, Business and Finance
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Sharon House, Asst Business Mgr.	Jeff Collier, Assoc. AD, Business and Finance
8	Paycheck distribution.	Sharon House, Asst Business Mgr.	Jeff Collier, Assoc. AD, Business and Finance
9	Maintaining departmental Personnel files.	Sharon House, Asst Business Mgr.	Jeff Collier, Assoc. AD, Business and Finance
10	Ensuring valid authorization of new hires.	Sharon House, Asst Business Mgr.	Jeff Collier, Assoc. AD, Business and Finance
11	Ensuring valid authorization of changes in compensation rates.	Sharon House, Asst Business Mgr.	Jeff Collier, Assoc. AD, Business and Finance
12	Ensuring the accurate input of changes to the HR System.	Sharon House, Asst Business Mgr.	Jeff Collier, Assoc. AD, Business and Finance
13	Propriety of leave account classification on time records.	Sharon House, Asst Business Mgr.	Jeff Collier, Assoc. AD, Business and Finance
14	Consistent and efficient responses to inquiries.	Sharon House, Asst Business Mgr.	Jeff Collier, Assoc. AD, Business and Finance
CASH HANDLING			
1	Collecting cash, checks, etc.	Sharon House, Asst Business Mgr. / Olga Zamora, Fin. Asst./ Meshu Negga , Fin. Asst.	
2	Reconciling cash, checks, etc. to receipts.	Sharon House, Asst Business Mgr. / Olga Zamora, Fin. Asst./ Meshu Negga , Fin. Asst.	
3	Preparing deposits.	Sharon House, Asst Business Mgr. / Olga Zamora, Fin. Asst./ Meshu Negga , Fin. Asst.	
4	Preparing Journal Entries.	Sharon House, Asst Business Mgr. / Olga Zamora, Fin. Asst./ Meshu Negga , Fin. Asst.	
5	Verifying deposits posted correctly in the Finance System.	Jeff Collier, Assoc. AD, Business and Finance	
6	Adequacy of physical safeguards.	Jeff Collier, Assoc. AD, Business and Finance	
7	Transporting deposits to Student Financial Services.	UNIVERSITY POLICE	

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8 Ensuring deposits are made timely.	Sharon House, Asst Business Mgr.	Jeff Collier, Assoc. AD, Business and Finance
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Jeff Collier, Assoc. AD, Business and Finance	TaShawna Wilson, Div. Admin
10 Updating Cash Handling Procedures as needed.	Jeff Collier, Assoc. AD, Business and Finance	TaShawna Wilson, Div. Admin
11 Distribution of Cash Handling Procedures to employees who handle cash.	Jeff Collier, Assoc. AD, Business and Finance	TaShawna Wilson, Div. Admin
12 Consistent and efficient responses to inquiries.	Sharon House, Asst Business Mgr.	Jeff Collier, Assoc. AD, Business and Finance
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 CHARGES		
1 Manager review of long distance charges for unusual activity.	Sharon House, Asst Business Mgr.	Jeff Collier, Assoc. AD, Business and Finance
2 Ensuring personal calls are reimbursed within 10 days from the billing date.	Sharon House, Asst Business Mgr.	Jeff Collier, Assoc. AD, Business and Finance
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Sharon House, Asst Business Mgr.	Jeff Collier, Assoc. AD, Business and Finance
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Steven Beatty , IT Manager / Grantscott Greene , Director of Video Operations	
2 Ensuring the annual inventory was completed correctly.	Steven Beatty , IT Manager / Grantscott Greene , Director of Video Operations	
3 Tagging equipment.	Steven Beatty , IT Manager / Grantscott Greene , Director of Video Operations	
4 Approving requests for removal of equipment from campus.	Steven Beatty , IT Manager	
DISCLOSURE FORMS		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Jeff Collier, Assoc. AD, Business and Finance	TaShawna Wilson, Div. Admin
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Jeff Collier, Assoc. AD, Business and Finance	TaShawna Wilson, Div. Admin
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.		
ACCOUNTS RECEIVABLE		
1 Extending of credit.	TJ Meagher, Assoc. Athl. Dir., CFO / Mike Rea Asst Athl Dir Ticket Office	Jeff Collier, Assoc. AD, Business and Finance
2 Billing.	TJ Meagher, Assoc. Athl. Dir., CFO / Mike Rea Asst Athl Dir Ticket Office	Jeff Collier, Assoc. AD, Business and Finance
3 Collection.	TJ Meagher, Assoc. Athl. Dir., CFO / Mike Rea Asst Athl Dir Ticket Office	Jeff Collier, Assoc. AD, Business and Finance
4 Recording.	TJ Meagher, Assoc. Athl. Dir., CFO / Mike Rea Asst Athl Dir Ticket Office	Jeff Collier, Assoc. AD, Business and Finance
5 Monitoring credit extended.	TJ Meagher, Assoc. Athl. Dir., CFO / Mike Rea Asst Athl Dir Ticket Office	Jeff Collier, Assoc. AD, Business and Finance
6 Approving write-offs.	TJ Meagher, Assoc. Athl. Dir., CFO / Mike Rea Asst Athl Dir Ticket Office	Jeff Collier, Assoc. AD, Business and Finance
NEGATIVE BALANCES		
1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Jeff Collier, Assoc. AD, Business and Finance	TaShawna Wilson, Div. Admin

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2	Ensuring that research expenditures are covered by funds from sponsors.		
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Steven Beatty , IT Manager	
2	Ensuring that critical data back up occurs.	Steven Beatty , IT Manager	
3	Ensuring that procedures such as password controls are followed.	Steven Beatty , IT Manager	
4	Reporting of suspected security violations.	Steven Beatty , IT Manager	