

Athletics Department - H0002
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.	Jeff Collier, Associate AD for Business	
2	Updating the Baseline Standards Form.	Jeff Collier, Associate AD for Business	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Shane Nebeker, Athletic Trainee	Janicee Stewart, Fin. Asst. 2
2	Reviewing cost center verifications.	Jeff Collier, Associate AD for Business	
3	Approving cost center verifications.	Jeff Collier, Associate AD for Business	
4	Ensuring all cost centers are verified/approved on a timely basis.	Jeff Collier, Associate AD for Business	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Jeff Collier, Associate AD for Business	Brandon Maddux, Business Manager
2	Ensuring the validity of travel and expense reimbursements.	Jeff Collier, Associate AD for Business	Brandon Maddux, Business Manager
3	Ensuring that goods and services are received and that timely payment is made.	Jeff Collier, Associate AD for Business	Brandon Maddux, Business Manager
4	Ensuring correct account coding on purchases documents.	Jeff Collier, Associate AD for Business	Brandon Maddux, Business Manager
5	Primary contact for inquiries to expenditure transactions.	Jeff Collier, Associate AD for Business	Brandon Maddux, Business Manager
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.	Ashley Britton, Asst. Business Administrator	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Ashley Britton, Asst. Business Administrator	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Ashley Britton, Asst. Business Administrator	
4	Completing termination clearance procedures.	Ashley Britton, Asst. Business Administrator	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Ashley Britton, Asst. Business Administrator	
6	Maintaining departmental Personnel files.	Ashley Britton, Asst. Business Administrator	
7	Ensuring valid authorization of new hires.	Ashley Britton, Asst. Business Administrator	
8	Ensuring valid authorization of changes in compensation rates.	Ashley Britton, Asst. Business Administrator	
9	Ensuring the accurate input of changes to the HR System.	Ashley Britton, Asst. Business Administrator	
10	Consistent and efficient responses to inquiries.	Ashley Britton, Asst. Business Administrator	

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CASH HANDLING			
1	Collecting cash, checks, etc.	Janicee Stewart, Fin Asst. 2, Brandon Maddux, Business Manager	
2	Reconciling cash, checks, etc. to receipts.	Brandon Maddux, Business Manager	
3	Preparing deposits.	Brandon Maddux, Business Manager	
4	Preparing Journal Entries.	Brandon Maddux, Business Manager	
5	Verifying deposits posted correctly in the Finance System.	Jeff Collier, Associate AD for Business	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Jeff Collier, Associate AD for Business	Janicee Stewart, Fin Asst. 2, Brandon Maddux, Business Manager
7	Secure deposits via UHDPS to Student Financial Services.	Brandon Maddux, Business Manager	
8	Ensuring deposits are made timely.	Brandon Maddux, Business Manager	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Brandon Maddux, Business Manager	
10	Updating Cash Handling Procedures as needed.	Brandon Maddux, Business Manager	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Brandon Maddux, Business Manager	
12	Consistent and efficient responses to inquiries.	Brandon Maddux, Business Manager	
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.	Jeff Collier, Associate AD for Business	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Steven Beatty, Director of IT	
2	Ensuring the annual inventory was completed correctly.	Steven Beatty, Director of IT	
3	Tagging equipment.	Steven Beatty, Director of IT	
4	Approving requests for removal of equipment from campus.	Steven Beatty, Director of IT	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Ashley Britton, Asst. Business Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Ashley Britton, Asst. Business Administrator	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	

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