

Campus Recreation H0225
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.	Steven V. Canales /DBA	Linda Garza/Director-Business Svcs
2	Updating the Baseline Standards Form.	Steven V. Canales /DBA	Linda Garza/Director-Business Svcs
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Accountant 2- Business Services	Steven V. Canales /DBA
2	Reviewing cost center verifications.	Steven V. Canales /DBA	Linda Garza/Director-Business Svcs
3	Approving cost center verifications.	Cost center manager	Delegated managers
4	Ensuring all cost centers are verified/approved on a timely basis.	Steven V. Canales /DBA	Linda Garza/Director-Business Svcs
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Cost center designatee	Steven V. Canales /DBA
2	Ensuring the validity of travel and expense reimbursements.	Trellis Cash Gambrell/FC1	Rachel Barron/FC2
3	Ensuring that goods and services are received and that timely payment is made.	Trellis Cash Gambrell/FC1	Rachel Barron/FC2
4	Ensuring correct account coding on purchases documents.	Trellis Cash Gambrell/FC1	Rachel Barron/FC2
5	Primary contact for inquiries to expenditure transactions.	Trellis Cash Gambrell/FC1	Rachel Barron/FC2
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.	Rachel Barron/FC2	Steven V. Canales /DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Rachel Barron/FC2	Steven V. Canales /DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Rachel Barron/FC2	Steven V. Canales /DBA
4	Completing termination clearance procedures.	Rachel Barron/FC2	Steven V. Canales /DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Rachel Barron/FC2	Steven V. Canales /DBA
6	Maintaining departmental Personnel files.	Rachel Barron/FC2	Steven V. Canales /DBA
7	Ensuring valid authorization of new hires.	Rachel Barron/FC2	Steven V. Canales /DBA
8	Ensuring valid authorization of changes in compensation rates.	Rachel Barron/FC2	Steven V. Canales /DBA
9	Ensuring the accurate input of changes to the HR System.	Rachel Barron/FC2	Steven V. Canales /DBA

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10 Consistent and efficient responses to inquiries.	Rachel Barron/FC2	Steven V. Canales /DBA
CASH HANDLING		
1 Collecting cash, checks, etc.	Trellis Cash Gambrell/FC1 Rachel Barron/FC2	Steven V. Canales /DBA
2 Reconciling cash, checks, etc. to receipts.	Trellis Cash Gambrell/FC1 Rachel Barron/FC2	Steven V. Canales /DBA
3 Preparing deposits.	Trellis Cash Gambrell/FC1 Rachel Barron/FC2	Steven V. Canales /DBA
4 Preparing Journal Entries.	Trellis Cash Gambrell/FC1 Rachel Barron/FC2	Steven V. Canales /DBA
5 Verifying deposits posted correctly in the Finance System.	Trellis Cash Gambrell/FC1 Rachel Barron/FC2	Steven V. Canales /DBA
6 Adequacy of physical safeguards of cash receipts and equivalent.	Trellis Cash Gambrell/FC1 Rachel Barron/FC2	Steven V. Canales /DBA
7 Secure deposits via UHDPS to Student Financial Services.	Trellis Cash Gambrell/FC1 Rachel Barron/FC2	Steven V. Canales /DBA
8 Ensuring deposits are made timely.	Trellis Cash Gambrell/FC1 Rachel Barron/FC2	Steven V. Canales /DBA
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Trellis Cash Gambrell/FC1 Rachel Barron/FC2	Steven V. Canales /DBA
10 Updating Cash Handling Procedures as needed.	Trellis Cash Gambrell/FC1 Rachel Barron/FC2	Steven V. Canales /DBA
11 Distribution of Cash Handling Procedures to employees who handle cash.	Trellis Cash Gambrell/FC1 Rachel Barron/FC2	Steven V. Canales /DBA
12 Consistent and efficient responses to inquiries.	Trellis Cash Gambrell/FC1 Rachel Barron/FC2	Steven V. Canales /DBA
PETTY CASH		
1 Preparing petty cash disbursements.	N/A	N/A
2 Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3 Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4 Approving petty cash disbursements.	N/A	N/A
5 Replenishing the petty cash fund timely.	N/A	N/A
6 Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Kim Clark/ Director, Campus Recreation	Steven V. Canales /DBA
PROPERTY MANAGEMENT		

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1 Performing the annual inventory.	Trellis Cash Gambrell/FC1	as designated per department.
2 Ensuring the annual inventory was completed correctly.	Trellis Cash Gambrell/FC1	as designated per department.
3 Tagging equipment.	Trellis Cash Gambrell/FC1	as designated per department.
4 Approving requests for removal of equipment from campus.	Devi Bala/Asst. VP, Business Services	Linda Garza/Director, Business Services
DISCLOSURE FORMS		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Kim Clark/ Director, Campus Recreation Rachel Barron/FC2	Steven V. Canales /DBA
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Kim Clark/ Director, Campus Recreation Rachel Barron/FC2	Steven V. Canales /DBA
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	N/A
ACCOUNTS RECEIVABLE		
1 Extending of credit.	N/A	N/A
2 Billing.	N/A	N/A
3 Collection.	N/A	N/A
4 Recording.	N/A	N/A
5 Monitoring credit extended.	N/A	N/A
6 Approving write-offs.	Devi Bala/Asst. VP, Business Services	Linda Garza/Director, Business Services
NEGATIVE BALANCES		
1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Steven V. Canales /DBA	Linda Garza/Director-Business Svcs
2 Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
DEPARTMENTAL COMPUTING		
1 Management of the departments' information technology resources.	DSAES-IT	UNIVERSITY-IT
2 Ensuring that critical data back up occurs.	DSAES-IT	UNIVERSITY-IT
3 Ensuring that procedures such as password controls are followed.	DSAES-IT	UNIVERSITY-IT
4 Reporting of suspected security violations.	All staff	UNIVERSITY-IT