

University Advancement
Baseline Standards
FY2013

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.	Barbara Newsome, Div Admin	Stephen Bangerter, Dir Div Oper
2	Updating the Baseline Standards Form.	Barbara Newsome, Div Admin	Stephen Bangerter, Dir Div Oper
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Thu Nguyen, DBA	
2	Reviewing cost center verifications.	Barbara Newsome, Div Admin	Stephen Bangerter, Dir Div Oper
3	Approving cost center verifications.	Barbara Newsome, Div Admin	Stephen Bangerter, Dir Div Oper
4	Ensuring all cost centers are verified/approved on a timely basis.	Thu Nguyen, DBA	Barbara Newsome, Div Admin
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Thu Nguyen, DBA	Kimberly Delaney, DBA
2	Ensuring the validity of travel and expense reimbursements.	Thu Nguyen, DBA	Kimberly Delaney, DBA
3	Ensuring that goods and services are received and that timely payment is made.		
	<i>VC/VP University Relations</i>	Dianah Hobbs, Admin Asst	
	<i>Univ Communication</i>	Gina Lopez, Exec Secy	
	<i>Univ Marketing/Multimedia Mktg</i>	Gina Lopez, Exec Secy	
4	Ensuring correct account coding on purchases documents.	Thu Nguyen, DBA	Thu Nguyen, DBA
5	Primary contact for inquiries to expenditure transactions.		
	<i>VC/VP University Relations</i>	Dianah Hobbs, Admin Asst	
	<i>Univ Communication</i>	Gina Lopez, Exec Secy	
	<i>Univ Marketing/Multimedia Mktg</i>	Gina Lopez, Exec Secy	
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Kimberly Delaney, DBA	
2	Reconciling bi-weekly leave accruals to the HR System.	Kimberly Delaney, DBA	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Kimberly Delaney, DBA	Thu Nguyen, DBA
4	Ensuring all monthly leave is recorded and approved in the HR System.	Kimberly Delaney, DBA	Thu Nguyen, DBA
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Kimberly Delaney, DBA	Thu Nguyen, DBA
6	Completing termination clearance procedures.	Barbara Newsome, Div Admin	Kimberly Delaney, DBA Thu Nguyen, DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Kimberly Delaney, DBA	
8	Paycheck distribution.	Kimberly Delaney, DBA	Thu Nguyen, DBA
9	Maintaining departmental Personnel files.	Barbara Newsome, Div Admin	Kimberly Delaney, DBA Thu Nguyen, DBA
10	Ensuring valid authorization of new hires.	Barbara Newsome, Div Admin	Stephen Bangerter, Dir Div Oper

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11	Ensuring valid authorization of changes in compensation rates.	Barbara Newsome, Div Admin	Stephen Bangerter, Dir Div Oper
12	Ensuring the accurate input of changes to the HR System.	Barbara Newsome, Div Admin	
13	Propriety of leave account classification on time records.	Kimberly Delaney, DBA	
14	Consistent and efficient responses to inquiries.	Barbara Newsome, Div Admin	Barbara Newsome, Div Admin
CASH HANDLING			
1	Collecting cash, checks, etc.		
	<i>VC/VP University Relations</i>	Dianah Hobbs, Admin Asst	
	<i>Univ Communication</i>	Gina Lopez, Exec Secy	
	<i>Univ Marketing/Multimedia Mktg</i>	Gina Lopez, Exec Secy	
2	Reconciling cash, checks, etc. to receipts.	Thu Nguyen, DBA	Kimberly Delaney, DBA
3	Preparing deposits.		
	<i>VC/VP University Relations</i>	Dianah Hobbs, Admin Asst	
	<i>Univ Communication</i>	Gina Lopez, Exec Secy	
	<i>Univ Marketing/Multimedia Mktg</i>	Gina Lopez, Exec Secy	
4	Preparing Journal Entries.		
	<i>VC/VP University Relations</i>	Dianah Hobbs, Admin Asst	Thu Nguyen, DBA
	<i>Univ Communication</i>	Gina Lopez, Exec Secy	Thu Nguyen, DBA
	<i>Univ Marketing/Multimedia Mktg</i>	Gina Lopez, Exec Secy	Thu Nguyen, DBA
5	Verifying deposits posted correctly in the Finance System.	Thu Nguyen, DBA	Kimberly Delaney, DBA
6	Adequacy of physical safeguards.	Thu Nguyen, DBA	Kimberly Delaney, DBA
7	Transporting deposits to Student Financial Services.	UHPD	
8	Ensuring deposits are made timely.		
	<i>VC/VP University Relations</i>	Dianah Hobbs, Admin Asst	
	<i>Univ Communication</i>	Gina Lopez, Exec Secy	
	<i>Univ Marketing/Multimedia Mktg</i>	Gina Lopez, Exec Secy	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Barbara Newsome, Div Admin	Stephen Bangerter, Dir Div Oper
10	Updating Cash Handling Procedures as needed.	Barbara Newsome, Div Admin	Stephen Bangerter, Dir Div Oper
11	Distribution of Cash Handling Procedures to employees who handle cash.	Barbara Newsome, Div Admin	
12	Consistent and efficient responses to inquiries.	Thu Nguyen, DBA	

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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	
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	Kimberly Delaney, DBA	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Kimberly Delaney, DBA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Barbara Newsome, Div Admin	Stephen Bangerter, Dir Div Oper
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Frederick Ubberud, Lan Admin	
2	Ensuring the annual inventory was completed correctly.	Frederick Ubberud, Lan Admin	Stephen Bangerter, Dir Div Oper
3	Tagging equipment.	Frederick Ubberud, Lan Admin	
4	Approving requests for removal of equipment from campus.	Stephen Bangerter, Dir Div Oper	Barbara Newsome, Div Admin
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Barbara Newsome, Div Admin	Stephen Bangerter, Dir Div Oper
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Barbara Newsome, Div Admin	Stephen Bangerter, Dir Div Oper
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.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Thu Nguyen, DBA	Barbara Newsome, Div Admin
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A

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DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frederick Ubberud, Lan Admin	Stephen Bangerter, Dir Div Oper
2	Ensuring that critical data back up occurs.	Frederick Ubberud, Lan Admin	
3	Ensuring that procedures such as password controls are followed.	Frederick Ubberud, Lan Admin	
4	Reporting of suspected security violations.	All Staff	