

Blaffer (H0097)  
Baseline Standards  
FY 2024

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

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Blanca Wilson, Museum Administrator	Betsy Roguer, CBA
2	Reconciling cash, checks, etc. to receipts.	Youngmin Chung, Director	Betsy Roguer, CBA
3	Preparing deposits.	Blanca Wilson, Museum Administrator	Betsy Roguer, CBA
4	Preparing Journal Entries.	Blanca Wilson, Museum Administrator	Betsy Roguer, CBA
5	Verifying deposits posted correctly in the Finance System.	Blanca Wilson, Museum Administrator	Betsy Roguer, CBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Blanca Wilson, Museum Administrator	Betsy Roguer, CBA
7	Secure deposits via UHDPS to Student Financial Services.	Blanca Wilson, Museum Administrator	Betsy Roguer, CBA
8	Ensuring deposits are made timely.	Blanca Wilson, Museum Administrator	Betsy Roguer, CBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Blanca Wilson, Museum Administrator	Betsy Roguer, CBA
10	Updating Cash Handling Procedures as needed.	Betsy Roguer, CBA	Betsy Roguer, CBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Blanca Wilson, Museum Administrator	Betsy Roguer, CBA
12	Consistent and efficient responses to inquiries.	Blanca Wilson, Museum Administrator	Betsy Roguer, 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.	Blanca Wilson, Museum Administrator	Betsy Roguer, CBA
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Youngmin Chung, Director	Irma Perez, DBA
2	Ensuring the annual inventory was completed correctly.	Blanca Wilson, Museum Administrator	Betsy Roguer, CBA
3	Tagging equipment.	Youngmin Chung, Director	Irma Perez, DBA
4	Approving requests for removal of equipment from campus.	Raymond Pina, Asst Manager User Services Support	Steven Beatty, College Director IT Sup
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Blanca Wilson, Museum Administrator	Betsy Roguer, CBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Blanca Wilson, Museum Administrator	Betsy Roguer, CBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Blanca Wilson, Museum Administrator	Betsy Roguer, CBA

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