

CWMCA (H0473)
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.	Isaac Davis, DBA	Betsy Roguer, CBA
2	Updating the Baseline Standards Form.	Isaac Davis, DBA	Betsy Roguer, CBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Isaac Davis, DBA	Betsy Roguer, CBA
2	Reviewing cost center verifications.	Isaac Davis, DBA	Betsy Roguer, CBA
3	Approving cost center verifications.	Betsy Roguer, CBA	
4	Ensuring all cost centers are verified/approved on a timely basis.	Isaac Davis, DBA	Betsy Roguer, CBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Isaac Davis, DBA	Betsy Roguer, CBA
2	Ensuring the validity of travel and expense reimbursements.	Isaac Davis, DBA	Betsy Roguer, CBA
3	Ensuring that goods and services are received and that timely payment is made.	Isaac Davis, DBA	Betsy Roguer, CBA
4	Ensuring correct account coding on purchases documents.	Isaac Davis, DBA	Betsy Roguer, CBA
5	Primary contact for inquiries to expenditure transactions.	Isaac Davis, DBA	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.	Isaac Davis, DBA	Betsy Roguer, CBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Isaac Davis, 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.	Isaac Davis, DBA	Betsy Roguer, CBA
4	Completing termination clearance procedures.	Isaac Davis, DBA	Betsy Roguer, CBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Isaac Davis, DBA	Betsy Roguer, CBA
6	Maintaining departmental Personnel files.	Isaac Davis, DBA	Betsy Roguer, CBA
7	Ensuring valid authorization of new hires.	Isaac Davis, DBA	Betsy Roguer, CBA
8	Ensuring valid authorization of changes in compensation rates.	Isaac Davis, DBA	Betsy Roguer, CBA
9	Ensuring the accurate input of changes to the HR System.	Isaac Davis, DBA	Betsy Roguer, CBA
10	Consistent and efficient responses to inquiries.	Isaac Davis, DBA	Betsy Roguer, CBA

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

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		Responsible Person(s) (Name/Title)	
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3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Isaac Davis, DBA	Betsy Roguer, CBA

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Description of Responsibility		Responsible Person(s) (Name/Title)	
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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.	Isaac Davis, DBA	Betsy Roguer, CBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Isaac Davis, 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	