

Athletics
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.	BRANDON MADDUX, ASSOC AD	KRISTIN DEVILLE, ASST. AD
2	Updating the Baseline Standards Form.	BRANDON MADDUX, ASSOC AD	MONTY PORTER, DEPUTY AD
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	BRANDON MADDUX, ASSOC AD	KRISTIN DEVILLE, ASST. AD
2	Reviewing cost center verifications.	MONTY PORTER, DEPUTY AD	DELEGATED SPORT/ADMIN CC MANAGER
3	Approving cost center verifications.	MONTY PORTER, DEPUTY AD	DELEGATED SPORT/ADMIN CC MANAGER
4	Ensuring all cost centers are verified/approved on a timely basis.	BRANDON MADDUX, ASSOC AD	KRISTIN DEVILLE, ASST. AD
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	KRISTIN DEVILLE, ASST. AD	BRANDON MADDUX, ASSOC AD
2	Ensuring the validity of travel and expense reimbursements.	JAMIE SWEETEN, ASST DIR BUS/TRAVEL	KRISTIN DEVILLE, ASST. AD
3	Ensuring that goods and services are received and that timely payment is made.	KRISTIN DEVILLE, ASST. AD	BRANDON MADDUX, ASSOC AD
4	Ensuring correct account coding on purchases documents.	NAM NGUYEN, ABA; JESSICA RIVERA FIN COORD I	KRISTIN DEVILLE, ASST. AD
5	Primary contact for inquiries to expenditure transactions.	KRISTIN DEVILLE, ASST. AD	BRANDON MADDUX, ASSOC AD
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.	BRANDON MADDUX, ASSOC AD	KRISTIN DEVILLE, ASST. AD
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	BRANDON MADDUX, ASSOC AD	KRISTIN DEVILLE, ASST. AD
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	BRANDON MADDUX, ASSOC AD	KRISTIN DEVILLE, ASST. AD
4	Completing termination clearance procedures.	BRANDON MADDUX, ASSOC AD	KRISTIN DEVILLE, ASST. AD
5	Ensuring terminated employees are no longer charged to departmental cost centers.	KRISTIN DEVILLE, ASST. AD	BRANDON MADDUX, ASSOC AD
6	Maintaining departmental Personnel files.	BRANDON MADDUX, ASSOC AD	KRISTIN DEVILLE, ASST. AD
7	Ensuring valid authorization of new hires.	BRANDON MADDUX, ASSOC AD	MONTY PORTER, SR. ASSOC. AD
8	Ensuring valid authorization of changes in compensation rates.	BRANDON MADDUX, ASSOC AD	MONTY PORTER, DEPUTY AD
9	Ensuring the accurate input of changes to the HR System.	BRANDON MADDUX, ASSOC AD	MONTY PORTER, DEPUTY AD

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10	Consistent and efficient responses to inquiries.	BRANDON MADDUX, ASSOC AD	MONTY PORTER, DEPUTY AD

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CASH HANDLING			
1	Collecting cash, checks, etc.	NAM NGUYEN, ABA; JAMIE SWEETEN, ASST DIR	KRISTIN DEVILLE, ASST. AD
2	Reconciling cash, checks, etc. to receipts.	JESSICA RIVERA, FIN COORD I	BRANDON MADDUX, ASSOC AD
3	Preparing deposits.	JESSICA RIVERA, FIN COORD I	BRANDON MADDUX, ASSOC AD
4	Preparing Journal Entries.	JESSICA RIVERA, FIN COORD I	BRANDON MADDUX, ASSOC AD
5	Verifying deposits posted correctly in the Finance System.	JESSICA RIVERA, FIN COORD I	BRANDON MADDUX, ASSOC AD
6	Adequacy of physical safeguards of cash receipts and equivalent.	BRANDON MADDUX, ASST. AD	KRISTIN DEVILLE, ASST. AD
7	Secure deposits via UHDPS to Student Financial Services.	JESSICA RIVERA, FIN COORD I	BRANDON MADDUX, ASSOC AD
8	Ensuring deposits are made timely.	JESSICA RIVERA, FIN COORD I	BRANDON MADDUX, ASSOC AD
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	KRISTIN DEVILLE, ASST. AD	BRANDON MADDUX, ASSOC AD
10	Updating Cash Handling Procedures as needed.	MONTY PORTER, DEPUTY AD	BRANDON MADDUX, ASSOC AD
11	Distribution of Cash Handling Procedures to employees who handle cash.	BRANDON MADDUX, ASSOC AD	KRISTIN DEVILLE, ASST. AD
12	Consistent and efficient responses to inquiries.	JESSICA RIVERA, FIN COORD I	KRISTIN DEVILLE, ASST. AD
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.	KRISTIN DEVILLE, ASST. AD	MONTY PORTER, DEPUTY AD, BRANDON MADDUX, ASSOC AD
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	PATRICK RAY, MGR, COLL/DIV INFO SVCS 2	JEAN DURE, USER SERVICES SPEC 3

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2	Ensuring the annual inventory was completed correctly.	PATRICK RAY, MGR, COLL/DIV INFO SVCS 2	JEAN DURE, USER SERVICES SPEC 3
3	Tagging equipment.	PATRICK RAY, MGR, COLL/DIV INFO SVCS 2	JEAN DURE, USER SERVICES SPEC 3
4	Approving requests for removal of equipment from campus.	PATRICK RAY, MGR, COLL/DIV INFO SVCS 2	JEAN DURE, USER SERVICES SPEC 3
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual <u>Related Party</u> disclosure statement online.	KRISTIN DEVILLE, ASST. AD	BRANDON MADDUX, ASSOC AD
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the <u>Consulting</u> disclosure statement online.	KRISTIN DEVILLE, ASST. AD	BRANDON MADDUX, ASSOC AD
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.	MONTY PORTER, DEPUTY AD	BRANDON MADDUX, ASSOC AD
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	PATRICK RAY, MGR, COLL/DIV INFO SVCS 2	JEAN DURE, USER SERVICES SPEC 3
2	Ensuring that critical data back up occurs.	PATRICK RAY, MGR, COLL/DIV INFO SVCS 2	JEAN DURE, USER SERVICES SPEC 3
3	Ensuring that procedures such as password controls are followed.	PATRICK RAY, MGR, COLL/DIV INFO SVCS 2	JEAN DURE, USER SERVICES SPEC 3
4	Reporting of suspected security violations.	PATRICK RAY, MGR, COLL/DIV INFO SVCS 2	JEAN DURE, USER SERVICES SPEC 3