

Art  
Baseline Standards  
FY 2025

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Irma Perez (DBA)	Connie Barr, Executive Dir. College Business Operations
2	Updating the Baseline Standards Form.	Irma Perez (DBA)	Connie Barr, Executive Dir. College Business Operations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Irma Perez (DBA)	Rayna Spencer, College Business Administrator
2	Reviewing cost center verifications.	Irma Perez (DBA)	Rayna Spencer, College Business Administrator
3	Approving cost center verifications.	Connie Barr, Executive Dir. College Business Operations	Andrew Davis, Dean
4	Ensuring all cost centers are verified/approved on a timely basis.	Connie Barr, Executive Dir. College Business Operations	Andrew Davis, Dean
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Andrea Johnson (Mgr, Program 2.) Imelda Lucio (Financial Coord. 2)	Irma Perez (DBA)
2	Ensuring the validity of travel and expense reimbursements.	Irma Perez (DBA) Imelda Lucio (Financial Coord. 2)	Connie Barr, Executive Dir. College Business Operations
3	Ensuring that goods and services are received and that timely payment is made.	Andrea Johnson (Mgr, Program 2.) Imelda Lucio (Financial Coord. 2)	Irma Perez (DBA)
4	Ensuring correct account coding on purchases documents.	Andrea Johnson (Mgr, Program 2.) Imelda Lucio (Financial Coord. 2)	Irma Perez (DBA)
5	Primary contact for inquiries to expenditure transactions.	Andrea Johnson (Mgr, Program 2.) Imelda Lucio (Financial Coord. 2)	Irma Perez (DBA)
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.	Time Approvers, Andrea Johnson, Irma Perez	Hector Abercrombie, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Time Approvers, Irma Perez	Hector Abercrombie, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Andrea Johnson (bi-weekly) Irma Perez (monthly)	Hector Abercrombie, DBA
4	Completing termination clearance procedures.	Irma Perez (DBA)	Hector Abercrombie, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Irma Perez (DBA)	Hector Abercrombie, DBA
6	Maintaining departmental Personnel files.	Irma Perez (DBA)	Hector Abercrombie, DBA
7	Ensuring valid authorization of new hires.	Irma Perez (DBA)	Hector Abercrombie, DBA
8	Ensuring valid authorization of changes in compensation rates.	Irma Perez (DBA)	Hector Abercrombie, DBA
9	Ensuring the accurate input of changes to the HR System.	Irma Perez (DBA)	Hector Abercrombie, DBA
10	Consistent and efficient responses to inquiries.	Irma Perez (DBA)	Hector Abercrombie, DBA

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

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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) Beth Merfish (Director, SOA)	Connie Barr, Executive Dir. College Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Irma Perez (DBA)	Connie Barr, Executive Dir. College Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Steven Beatty ( Dir, College IT Support)	
2	Ensuring that critical data back up occurs.	Steven Beatty ( Dir, College IT Support)	
3	Ensuring that procedures such as password controls are followed.	Steven Beatty ( Dir, College IT Support)	
4	Reporting of suspected security violations.	Steven Beatty ( Dir, College IT Support)	