

Blaffer (H0097)
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.	Colleen Maynard, Museum Administrator	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	
4	Ensuring all cost centers are verified/approved on a timely basis.	Connie Barr, Executive Dir. College Business Operations	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Colleen Maynard, Museum Administrator	Irma Perez, DBA
2	Ensuring the validity of travel and expense reimbursements.	Colleen Maynard, Museum Administrator	Irma Perez, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Colleen Maynard, Museum Administrator	Irma Perez, DBA
4	Ensuring correct account coding on purchases documents.	Colleen Maynard, Museum Administrator	Irma Perez, DBA
5	Primary contact for inquiries to expenditure transactions.	Colleen Maynard, Museum Administrator	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.	Irma Perez, DBA	Hector Abercrombie, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Irma Perez, DBA	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.	Irma Perez, DBA	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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CASH HANDLING			
1	Collecting cash, checks, etc.	Colleen Maynard, Museum Administrator	Irma Perez, DBA
2	Reconciling cash, checks, etc. to receipts.	Colleen Maynard, Museum Administrator	Irma Perez, DBA
3	Preparing deposits.	Colleen Maynard, Museum Administrator	Irma Perez, DBA
4	Preparing Journal Entries.	Colleen Maynard, Museum Administrator	Irma Perez, DBA
5	Verifying deposits posted correctly in the Finance System.	Colleen Maynard, Museum Administrator	Irma Perez, DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Colleen Maynard, Museum Administrator	Irma Perez, DBA
7	Secure deposits via UHDPs to Student Financial Services.	Colleen Maynard, Museum Administrator	Irma Perez, DBA
8	Ensuring deposits are made timely.	Colleen Maynard, Museum Administrator	Irma Perez, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Colleen Maynard, Museum Administrator	Irma Perez, DBA
10	Updating Cash Handling Procedures as needed.	Colleen Maynard, Museum Administrator	Irma Perez, DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Colleen Maynard, Museum Administrator	Irma Perez, DBA
12	Consistent and efficient responses to inquiries.	Colleen Maynard, Museum Administrator	Irma Perez, DBA
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.	Irma Perez, DBA	Connie Barr, Executive Dir. College Business Operations
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Steven Beatty, College Director IT Support	
2	Ensuring the annual inventory was completed correctly.	Steven Beatty, College Director IT Support	
3	Tagging equipment.	Steven Beatty, College Director IT Support	
4	Approving requests for removal of equipment from campus.	Steven Beatty, College Director IT Support	
DISCLOSURE FORMS			
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	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, 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	