Comparative Cultural Studies
Baseline Standards
FY 2025

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

Description of Responsibility		Responsible Person(s) (Name/Title)	
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CASH HANDLING			
1	Collecting cash, checks, etc.	Mario Soto (ABA)	Shanika Barnes (DBA)
2	Reconciling cash, checks, etc. to receipts.	Mario Soto (ABA)	Shanika Barnes (DBA)
3	Preparing deposits.	Mario Soto (ABA)	Shanika Barnes (DBA)
4	Preparing Journal Entries.	Mario Soto (ABA)	Shanika Barnes (DBA)
5	Verifying deposits posted correctly in the Finance System.	Shanika Barnes (DBA)	Mario Soto (ABA)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Mario Soto (ABA)	Shanika Barnes (DBA)
7	Secure deposits via UHDPS to Student Financial Services.	Mario Soto (ABA)	Shanika Barnes (DBA)
8	Ensuring deposits are made timely.	Mario Soto (ABA)	Shanika Barnes (DBA)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Shanika Barnes (DBA)	
10	Updating Cash Handling Procedures as needed.	Shanika Barnes (DBA)	Mario Soto (ABA)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Shanika Barnes (DBA)	Mario Soto (ABA)
12	Consistent and efficient responses to inquiries.	Mario Soto (ABA)	Shanika Barnes (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.	Shanika Barnes (DBA)	Mario Soto (ABA)
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Frank Houston (CLASS IT Director)	
2	Ensuring the annual inventory was completed correctly.	Frank Houston (CLASS IT Director)	
3	Tagging equipment.	Frank Houston (CLASS IT Director)	
4	Approving requests for removal of equipment from campus.	Frank Houston (CLASS IT Director)	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Shanika Barnes (DBA)	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Shanika Barnes (DBA)	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Shanika Barnes (DBA)	

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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.	Shanika Barnes (DBA)	Mario Soto (ABA)
2	Ensuring that research expenditures are covered by funds from sponsors.	Shanika Barnes (DBA)	Mario Soto (ABA)
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Frank Houston (CLASS IT Director)	
2	Ensuring that critical data back up occurs.	Frank Houston (CLASS IT Director)	
3	Ensuring that procedures such as password controls are followed.	Frank Houston (CLASS IT Director)	
4	Reporting of suspected security violations.	Frank Houston (CLASS IT Director)	