

History (H0089)
Baseline Standards
FY 2020

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.	Philip Howard - Dept. Chair	
2	Updating the Baseline Standards Form.	Donna Butler- DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Paul Scott - ABA	
2	Reviewing cost center verifications.	Philip Howard - Dept. Chair	
3	Approving cost center verifications.	Philip Howard - Dept. Chair	
4	Ensuring all cost centers are verified/approved on a timely basis.	Philip Howard - Dept. Chair	Donna Butler - DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Donna Butler- DBA	
2	Ensuring the validity of travel and expense reimbursements.	Paul Scott - ABA	Donna Butler - DBA
3	Ensuring that goods and services are received and that timely payment is made.	Paul Scott - ABA	Donna Butler - DBA
4	Ensuring correct account coding on purchases documents.	Paul Scott - ABA	Donna Butler - DBA
5	Primary contact for inquiries to expenditure transactions.	Paul Scott - ABA	Donna Butler - 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.	Paul Scott - ABA Donna Butler - DBA	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Philip Howard - Dept. Chair	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Paul Scott	Donna Butler - DBA
4	Completing termination clearance procedures.	Donna Butler- DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Donna Butler- DBA	
6	Maintaining departmental Personnel files.	Donna Butler- DBA	
7	Ensuring valid authorization of new hires.	Donna Butler- DBA	
8	Ensuring valid authorization of changes in compensation rates.	Donna Butler- DBA	
9	Ensuring the accurate input of changes to the HR System.	Donna Butler- DBA	
10	Consistent and efficient responses to inquiries.	Philip Howard - Dept. Chair	Donna Butler - DBA
CASH HANDLING			
1	Collecting cash, checks, etc.	Paul Scott, ABA	Daphyne Pitre, Grad. Advising Asst.
2	Reconciling cash, checks, etc. to receipts.	Donna Butler- DBA	Philip Howard, Chair
3	Preparing deposits.	Paul Scott, ABA	Donna Butler - DBA
4	Preparing Journal Entries.	Paul Scott, ABA	Donna Butler - DBA
5	Verifying deposits posted correctly in the Finance System.	Donna Butler- DBA	Philip Howard, Chair
6	Adequacy of physical safeguards of cash receipts and equivalent.	Paul Scott, ABA	Donna Butler - DBA

History (H0089)
Baseline Standards
FY 2020

Description of Responsibility	Responsible Person(s) (Name/Title)	
	Primary (Required)	Secondary (Optional)
7 Secure deposits via UHDPS to Student Financial Services.	Paul Scott, ABA	Donna Butler - DBA
8 Ensuring deposits are made timely.	Paul Scott, ABA	Donna Butler - DBA
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Donna Butler - DBA	Philip Howard, Chair
10 Updating Cash Handling Procedures as needed.	Paul Scott, ABA	Donna Butler - DBA
11 Distribution of Cash Handling Procedures to employees who handle cash.	Donna Butler	Philip Howard, Chair
12 Consistent and efficient responses to inquiries.	Paul Scott, ABA	Donna Butler - DBA
PETTY CASH		
1 Preparing petty cash disbursements.	N/A	N/A
2 Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3 Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4 Approving petty cash disbursements.	N/A	N/A
5 Replenishing the petty cash fund timely.	N/A	N/A
6 Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Paul Scott, ABA	Donna Butler - DBA
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Office Asst. 1 TBD	Philip Howard, Chair
2 Ensuring the annual inventory was completed correctly.	Office Asst. 1 TBD	Philip Howard, Chair
3 Tagging equipment.	Office Asst. 1 TDB	Philip Howard, Chair
4 Approving requests for removal of equipment from campus.	Office Asst. 1 TDB	Philip Howard, Chair
DISCLOSURE FORMS		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Donna Butler, DBA	Philip Howard, Chair
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Donn Butler, DBA	Philip Howard, Chair
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Donna Butler, DBA	Philip Howard, Chair
ACCOUNTS RECEIVABLE		
1 Extending of credit.	N/A	N/A
2 Billing.	N/A	N/A
3 Collection.	Paul Scott, ABA	
4 Recording.	Paul Scott, ABA	
5 Monitoring credit extended.	N/A	N/A
6 Approving write-offs.	N/A	N/A
NEGATIVE BALANCES		

History (H0089)
Baseline Standards
FY 2020

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Donna Butler, DBA	Philip Howard, Chair
2	Ensuring that research expenditures are covered by funds from sponsors.	Donna Butler	Philip Howard, Chair
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston, CLASS IT	
2	Ensuring that critical data back up occurs.	Frank Houston, CLASS IT	
3	Ensuring that procedures such as password controls are followed.	Frank Houston, CLASS IT	
4	Reporting of suspected security violations.	Donna Butler, DBA	Philip Howard, Chair