

Moores School of Music - H0090
Baseline Standards
FY 2021

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

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6 Adequacy of physical safeguards of cash receipts and equivalent.	Mary Siegfried, Asst. Financial 2	Karina Duran, Dept. Business Admin
7 Secure deposits via UHDPS to Student Financial Services.	Mary Siegfried, Asst. Financial 2	Karina Duran, Dept. Business Admin
8 Ensuring deposits are made timely.	Mary Siegfried, Asst. Financial 2	Karina Duran, Dept. Business Admin
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Karina Duran, Dept. Business Admin	Ornela Santee, Dir. Coll/Div Business Operations
10 Updating Cash Handling Procedures as needed.	Karina Duran, Dept. Business Admin	Ornela Santee, Dir. Coll/Div Business Operations
11 Distribution of Cash Handling Procedures to employees who handle cash.	Karina Duran, Dept. Business Admin	Ornela Santee, Dir. Coll/Div Business Operations
12 Consistent and efficient responses to inquiries.	Isaac Davis, Dept. Business Admin	Ornela Santee, Dir. Coll/Div Business Operations
PETTY CASH		
1 Preparing petty cash disbursements.		
2 Ensuring petty cash disbursements are not for more than \$100.		
3 Ensuring petty cash disbursements are made for only authorized purposes.		
4 Approving petty cash disbursements.		
5 Replenishing the petty cash fund timely.		
6 Ensuring the petty cash fund is balanced after each disbursement.		
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Charmaine Paladan, Asst. Business Admin	Ornela Santee, Dir. Coll/Div Business Operations
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Christopher Sanderson, Asst. Mgr User Srvc Support	Joe Lazzaro, Dir. College IT Support
2 Ensuring the annual inventory was completed correctly.	Christopher Sanderson, Asst. Mgr User Srvc Support	Joe Lazzaro, Dir. College IT Support
3 Tagging equipment.	Christopher Sanderson, Asst. Mgr User Srvc Support	Joe Lazzaro, Dir. College IT Support
4 Approving requests for removal of equipment from campus.	Christopher Sanderson, Asst. Mgr User Srvc Support	Joe Lazzaro, Dir. College IT Support
DISCLOSURE FORMS		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Karina Duran, Dept. Business Admin	Ornela Santee, Dir. Coll/Div Business Operations
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Karina Duran, Dept. Business Admin	Ornela Santee, Dir. Coll/Div Business Operations
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Karina Duran, Dept. Business Admin	Ornela Santee, Dir. Coll/Div Business Operations
ACCOUNTS RECEIVABLE		
1 Extending of credit.	N/A	
2 Billing.	N/A	
3 Collection.	N/A	
4 Recording.	N/A	

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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.	Karina Duran, Dept. Business Admin	Ornela Santee, Dir. Coll/Div Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Karina Duran, Dept. Business Admin	Ornela Santee, Dir. Coll/Div Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Joseph Lazzaro, College IT	Karina Duran, Dept. Business Admin
2	Ensuring that critical data back up occurs.	Joseph Lazzaro, College IT	Karina Duran, Dept. Business Admin
3	Ensuring that procedures such as password controls are followed.	Joseph Lazzaro, College IT	Karina Duran, Dept. Business Admin
4	Reporting of suspected security violations.	Karina Duran, Dept. Business Admin	Joseph Lazzaro, College IT