

Honors College H0078
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.	Lorena Lopez, Director of College Business Operations	William F. Monroe, Dean
2	Updating the Baseline Standards Form.	Lorena Lopez, Director of College Business Operations	William F. Monroe, Dean
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Christopher Herrin, ABA	Lorena Lopez, Director of College Business Operations
2	Reviewing cost center verifications.	Lorena Lopez, Director of College Business Operations	William F. Monroe, Dean
3	Approving cost center verifications.	Lorena Lopez, Director of College Business Operations	William F. Monroe, Dean
4	Ensuring all cost centers are verified/approved on a timely basis.	Lorena Lopez, Director of College Business Operations	William F. Monroe, Dean
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Christopher Herrin, ABA	Lorena Lopez, Director of College Business Operations
2	Ensuring the validity of travel and expense reimbursements.	Christopher Herrin, ABA	Lorena Lopez, Director of College Business Operations
3	Ensuring that goods and services are received and that timely payment is made.	Christopher Herrin, ABA	Lorena Lopez, Director of College Business Operations
4	Ensuring correct account coding on purchases documents.	Christopher Herrin, ABA	Lorena Lopez, Director of College Business Operations
5	Primary contact for inquiries to expenditure transactions.	Christopher Herrin, ABA	Lorena Lopez, Director of College Business Operations
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.	Christopher Herrin, ABA	Lorena Lopez, Director of College Business Operations
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Christopher Herrin, ABA	Lorena Lopez, Director of College Business Operations
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Christopher Herrin, ABA	Lorena Lopez, Director of College Business Operations
4	Completing termination clearance procedures.	Christopher Herrin, ABA	Lorena Lopez, Director of College Business Operations
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Christopher Herrin, ABA	Lorena Lopez, Director of College Business Operations
6	Maintaining departmental Personnel files.	Christopher Herrin, ABA	Lorena Lopez, Director of College Business Operations
7	Ensuring valid authorization of new hires.	Christopher Herrin, ABA	Lorena Lopez, Director of College Business Operations
8	Ensuring valid authorization of changes in compensation rates.	Christopher Herrin, ABA	Lorena Lopez, Director of College Business Operations
9	Ensuring the accurate input of changes to the HR System.	Lorena Lopez, Director of College Business Operations	
10	Consistent and efficient responses to inquiries.	Christopher Herrin, ABA	Lorena Lopez, Director of College Business Operations

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CASH HANDLING			
1	Collecting cash, checks, etc.	Christopher Herrin, ABA & Christina Miller, Fin Coordinator	Lorena Lopez, Director of College Business Operations
2	Reconciling cash, checks, etc. to receipts.	Christopher Herrin, ABA & Christina Miller, Fin Coordinator	
3	Preparing deposits.	Christopher Herrin, ABA & Christina Miller, Fin Coordinator	
4	Preparing Journal Entries.	Christopher Herrin, ABA & Christina Miller, Fin Coordinator	
5	Verifying deposits posted correctly in the Finance System.	Christopher Herrin, ABA & Christina Miller, Fin Coordinator	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Christopher Herrin, ABA & Christina Miller, Fin Coordinator	
7	Secure deposits via UHDPS to Student Financial Services.	Christopher Herrin, ABA & Christina Miller, Fin Coordinator	
8	Ensuring deposits are made timely.	Christopher Herrin, ABA & Christina Miller, Fin Coordinator	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Lorena Lopez, Director of College Business Operations	
10	Updating Cash Handling Procedures as needed.	Lorena Lopez, Director of College Business Operations	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Lorena Lopez, Director of College Business Operations	
12	Consistent and efficient responses to inquiries.	Christopher Herrin, ABA & Christina Miller, Fin Coordinator	
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.	Lorena Lopez, Director of College Business Operations	Christopher Herrin, ABA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	William Lambert, IT Manager	
2	Ensuring the annual inventory was completed correctly.	William Lambert, IT Manager	
3	Tagging equipment.	William Lambert, IT Manager	
4	Approving requests for removal of equipment from campus.	Lorena Lopez, Director of College Business Operations	William F. Monroe, Dean
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Lorena Lopez, Director of College Business Operations	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Lorena Lopez, Director of 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.	Lorena Lopez, Director of 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.	Lorena Lopez, Director of College Business Operations	
2	Ensuring that research expenditures are covered by funds from sponsors.	Lorena Lopez, Director of College Business Operations	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	William Lambert, IT Manager	
2	Ensuring that critical data back up occurs.	William Lambert, IT Manager	
3	Ensuring that procedures such as password controls are followed.	William Lambert, IT Manager	
4	Reporting of suspected security violations.	William Lambert, IT Manager	