

Urban Education
Baseline Standards
FY 2022

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.	Vacant, DBA II	Stephen Quander, CBA
2	Updating the Baseline Standards Form.	Stephen Quander, CBA	Vacant, DBA II
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Vacant, DBA II	Stephen Quander, CBA
2	Reviewing cost center verifications.	Vacant, DBA II	Stephen Quander, CBA
3	Approving cost center verifications.	Christal Burnett, Dept Chair	Jonathan Schwartz, Dean
4	Ensuring all cost centers are verified/approved on a timely basis. no later than 60 days after the accounting period is closed.	Vacant, DBA II	Stephen Quander, CBA
5	Identifies non-active non-project/grant cost centers and notify the appropriate department to deactivate the cost center.	Vacant, DBA II	Stephen Quander, CBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Vacant, DBA II	Stephen Quander, CBA
2	Ensuring the validity of travel and expense reimbursements.	Vacant, DBA II	Stephen Quander, CBA
3	Ensuring that goods and services are received and that timely payment is made.	Vacant, DBA II	Stephen Quander, CBA
4	Ensuring correct account coding on purchases documents.	Vacant, DBA II	Stephen Quander, CBA
5	Primary contact for inquiries to expenditure transactions.	Vacant, DBA II	Stephen Quander, CBA
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.	Vacant, DBA II	Stephen Quander, CBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Vacant, DBA II	Stephen Quander, CBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Vacant, DBA II	Stephen Quander, CBA
4	Completing termination clearance procedures.	Vacant, DBA II	Stephen Quander, CBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Vacant, DBA II	Stephen Quander, CBA
6	Maintaining departmental Personnel files.	Vacant, DBA II	Stephen Quander, CBA
7	Ensuring valid authorization of new hires.	Vacant, DBA II	Stephen Quander, CBA
8	Ensuring valid authorization of changes in compensation rates.	Vacant, DBA II	Stephen Quander, CBA
9	Ensuring the accurate input of changes to the HR System.	Vacant, DBA II	Stephen Quander, CBA
10	Consistent and efficient responses to inquiries.	Vacant, DBA II	Stephen Quander, CBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Admin Assistant II (Vacant)	Cynthia Hartman, Advising Asst.
2	Prepares Departmental Deposit Form.	Admin Assistant II (Vacant)	Cynthia Hartman, Advising Asst.
3	Approves Departmental Deposit Form.	Admin Assistant II (Vacant)	Cynthia Hartman, Advising Asst.
4	Transports deposit to the Cashiers Office.	Admin Assistant II (Vacant)	Cynthia Hartman, Advising Asst.
5	Preparing Journal Entries.	Admin Assistant II (Vacant)	Cynthia Hartman, Advising Asst.
6	Verifying deposits posted correctly in the Finance System.	Admin Assistant II (Vacant)	Cynthia Hartman, Advising Asst.
7	Adequacy of physical safeguards of cash receipts and equivalent.	Admin Assistant II (Vacant)	Cynthia Hartman, Advising Asst.
8	Ensuring deposits are made timely.	Admin Assistant II (Vacant)	Cynthia Hartman, Advising Asst.
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Admin Assistant II (Vacant)	Cynthia Hartman, Advising Asst.
10	Updating Cash Handling Procedures as needed.	Admin Assistant II (Vacant)	Cynthia Hartman, Advising Asst.
11	Consistent and efficient responses to inquiries.	Admin Assistant II (Vacant)	Cynthia Hartman, Advising Asst.
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.	Vacant, DBA II	Stephen Quander, CBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Admin Assistant II (Vacant)	Cynthia Hartman, Advising Asst.
2	Ensuring the annual inventory was completed correctly.	Vacant, DBA II	Stephen Quander, CBA
3	Tagging equipment.	Information Technology	
4	Approving requests for removal of equipment from campus.	Christal Burnett, Dept Chair	Stephen Quander, CBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Christal Burnett, Dept Chair	Vacant, DBA II
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Christal Burnett, Dept Chair	Vacant, DBA II
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Office of Research and Sponsored Programs	Christal Burnett, Dept Chair	Vacant, DBA II
RESEARCH ADMINISTRATION			
1	Verifies that all grant cost centers contain positive budgetary balances.	Vacant, DBA II	Stephen Quander, CBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Vacant, DBA II	Stephen Quander, CBA

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3	Notifies the appropriate department to deactivate expired grant cost centers.	Heather Davis, Asst Director ORSP	
4	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Vacant, DBA II	Stephen Quander, CBA
5	Verifies that effort reporting is accurately calculated (verifies actual time) and timely reported (quarterly).	Heather Davis, Asst Director ORSP	
6	Verifies that a Conflict of Interest Form is completed annually for all applicable employees; and submitted timely to the Division of Research.	Heather Davis, Asst Director ORSP	
SCHOLARSHIPS			
1	Prepares written department scholarship procedures (awarding, criteria, eligibility guidelines, etc...).	Faculty/Donor	
2	Verifies that all available department scholarships are publicized (web site, in department, etc...).	Vacant, DBA II	Stephen Quander, CBA
3	Verifies that the scholarship award recipient was eligible for the award and met all required criteria (<i>GPA, major, requisite hours, letters of recommendation, etc...</i>).	Vacant, DBA II	Stephen Quander, CBA
4	Verifies that the scholarship award recipient was eligible for the award and met all required criteria (<i>GPA, major, requisite hours, letters of recommendation, etc...</i>).	Vacant, DBA II	Stephen Quander, CBA
5	Reviews scholarship cost centers annually to help ensure that available scholarship funds are being awarded; and to identify excessive equity balances in scholarship cost centers.	Vacant, DBA II	Stephen Quander, CBA
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Vacant, DBA II	Stephen Quander, CBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Vacant, DBA II	Stephen Quander, CBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Hitesh Patel, Manager IT Services	
2	Ensuring that critical data back up occurs.	Information Technology	
3	Ensuring that procedures such as password controls are followed.	All employees	
4	Reporting of suspected security violations.	All employees	