African American Studies
Baseline Standards
FY 2025

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Angela Williams (DBA)	
2	Updating the Baseline Standards Form.	Angela Williams (DBA)	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Angela Williams (DBA)	
2	Reviewing cost center verifications.	Tara Green (DBA)	
3	Approving cost center verifications.	Tara Green (DBA)	
4	Ensuring all cost centers are verified/approved on a timely basis.	David McMullen (Exec Dir Bus Oper)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Moses C. Monge (FCII)	Angela Williams (DBA)
2	Ensuring the validity of travel and expense reimbursements.	Moses C. Monge (FCII)	Angela Williams (DBA)
3	Ensuring that goods and services are received and that timely payment is made.	Moses C. Monge (FCII)	Angela Williams (DBA)
4	Ensuring correct account coding on purchases documents.	Moses C. Monge (FCII)	Angela Williams (DBA)
5	Primary contact for inquiries to expenditure transactions.	Angela Williams (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.	Tara Green (DBA)	Angela Williams (DBA)
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Tara Green (DBA)	Angela Williams (DBA)
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Maria Boulet (ABA)	Angela Williams (DBA)
4	Completing termination clearance procedures.	Jasmine Grant (Admin Asst)	Angela Williams (DBA)
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Angela Williams (DBA)	
6	Maintaining departmental Personnel files.	Angela Williams (DBA)	Maria Boulet (ABA)
7	Ensuring valid authorization of new hires.	Tara Green (DBA)	Angela Williams (DBA)
8	Ensuring valid authorization of changes in compensation rates.	Angela Williams (DBA)	Tara Green (DBA)
9	Ensuring the accurate input of changes to the HR System.	Angela Williams (DBA)	Martha Arenas (DBA)
10	Consistent and efficient responses to inquiries.	Angela Williams (DBA)	Martha Arenas (DBA)

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CASH HANDLING			
1	Collecting cash, checks, etc.	Moses C. Monge (FCII)	Jasmine Grant (Admin Asst)
2	Reconciling cash, checks, etc. to receipts.	Moses C. Monge (FCII)	Jasmine Grant (Admin Asst)
3	Preparing deposits.	Moses C. Monge (FCII)	Jasmine Grant (Admin Asst)
4	Preparing Journal Entries.	Moses C. Monge (FCII)	Angela Williams (DBA)
5	Verifying deposits posted correctly in the Finance System.	Angela Williams (DBA)	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Moses C. Monge (FCII)	Jasmine Grant (Admin Asst)
7	Secure deposits via UHDPS to Student Financial Services.	Moses C. Monge (FCII)	Jasmine Grant (Admin Asst)
8	Ensuring deposits are made timely.	Moses C. Monge (FCII)	Jasmine Grant (Admin Asst)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Angela Williams (DBA)	
10	Updating Cash Handling Procedures as needed.	Angela Williams (DBA)	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Angela Williams (DBA)	
12	Consistent and efficient responses to inquiries.	Moses C. Monge (FCII)	Angela Williams (DBA)
PETTY CASH			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than $100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Angela Williams (DBA)	David McMullen (Exec Dir Bus Oper)
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	CLASS IT	
2	Ensuring the annual inventory was completed correctly.	CLASS IT	
3	Tagging equipment.	CLASS IT	
4	Approving requests for removal of equipment from campus.	CLASS IT	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Angela Williams (DBA)	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Angela Williams (DBA)	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Angela Williams (DBA)	

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Angela Williams (DBA)	Tara Green (DBA)
2	Ensuring that research expenditures are covered by funds from sponsors.	Angela Williams (DBA)	Tara Green (DBA)
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)	