

## Center for Public History

## Baseline Standards

FY 2011

		<b>Responsible Person(s) (Name/Title)</b>	
<b>Description of Responsibility</b>		<b>Primary (Required)</b>	<b>Secondary (Optional)</b>
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES /</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Prog Coord 2 (Wyndham Bailey)	
2	Updating the Baseline Standards Form.	Prog Coord 2 (Wyndham Bailey)	Exec Director, College Business Operations (Andrea Short)
<b>FINANCIAL REPORTING - COST CENTER</b>			
1	Preparing cost center verifications.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
2	Reviewing cost center verifications.	Prog Coord 2 (vacant)	Asst Bus Admin-Fin (Isaac Davis)
3	Approving cost center verifications.	Martin Melosi, Director	Asst Bus Admin-Fin (Isaac Davis)
4	Ensuring all cost centers are verified/approved on a timely basis.	Prog Coord 2 (Wyndham Bailey)	Exec Director, College Business Operations (Andrea Short)
<b>FINANCIAL REPORTING - EXPENDITURE</b>			
1	Ensuring valid authorization of purchase documents.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
2	Ensuring the validity of travel and expense reimbursements.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
3	Ensuring that goods and services are received and that timely payment is made.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
4	Ensuring correct account coding on purchases documents.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
5	Primary contact for inquiries to expenditure transactions.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
2	Reconciling bi-weekly leave accruals to the HR System.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Prog Coord 2 (Wyndham Bailey)	Financial Asst 2 (Brenda Ramirez)
4	Ensuring all monthly leave is recorded and approved in the HR System.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Prog Coord 2 (Wyndham Bailey)	Financial Asst 2 (Brenda Ramirez)
6	Completing termination clearance procedures.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)

Center for Public History  
Baseline Standards

8	Paycheck distribution.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
9	Maintaining departmental Personnel files.	Prog Coord 2 (Wyndham Bailey)	Coll Business Admin (Mary Duncan)
10	Ensuring valid authorization of new hires.	Prog Coord 2 (Wyndham Bailey)	Coll Business Admin (Mary Duncan)
11	Ensuring valid authorization of changes in compensation rates.	Prog Coord 2 (Wyndham Bailey)	Coll Business Admin (Mary Duncan)
12	Ensuring the accurate input of changes to the HR System.	Prog Coord 2 (Wyndham Bailey)	Coll Business Admin (Mary Duncan)
13	Propriety of leave account classification on time records.	Prog Coord 2 (Wyndham Bailey)	Coll Business Admin (Mary Duncan)
14	Consistent and efficient responses to inquiries.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
<b>CASH HANDLING</b>			
		<b>Responsible Person(s) (Name/Title)</b>	
	<b>Description of Responsibility</b>	<b>Primary (Required)</b>	<b>Secondary (Optional)</b>
1	Collecting cash, checks, etc.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
2	Reconciling cash, checks, etc. to receipts.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
3	Preparing deposits.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
4	Preparing Journal Entries.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
5	Verifying deposits posted correctly in the Finance System.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
6	Adequacy of physical safeguards.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
7	Transporting deposits to Student Financial Services.	UH Police	Asst Bus Admin-Fin (Isaac Davis)
8	Ensuring deposits are made timely.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
10	Updating Cash Handling Procedures as needed.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
12	Consistent and efficient responses to inquiries.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	

Center for Public History  
Baseline Standards

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	
<b>LONG DISTANCE / CELL PHONE CHARGES</b>			
1	Forwarding employees their long distance and cell phone charge reports for verification.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
2	Ensuring employees review their long distance and/or cell phone charge reports.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Prog Coord 2 (Wyndham Bailey)	Asst Bus Admin-Fin (Isaac Davis)
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Prog Coord 2 (Wyndham Bailey)	Exec Director, College Business Operations (Andrea Short)
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Prog Coord 2 (Wyndham Bailey)	CLASS Information Technology
2	Ensuring the annual inventory was completed correctly.	Prog Coord 2 (Wyndham Bailey)	CLASS Information Technology
3	Tagging equipment.	Prog Coord 2 (Wyndham Bailey)	CLASS Information Technology
4	Approving requests for removal of equipment from campus.	Prog Coord 2 (Wyndham Bailey )	CLASS Information Technology
		<b>Responsible Person(s) (Name/Title)</b>	
	<b>Description of Responsibility</b>	<b>Primary (Required)</b>	<b>Secondary (Optional)</b>
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Prog Coord 2 (Wyndham Bailey)	Coll Business Admin (Mary Duncan)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Prog Coord 2 (Wyndham Bailey)	Coll Business Admin (Mary Duncan)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Prog Coord 2 (Wyndham Bailey)	Coll Business Admin (Mary Duncan)
<b>ACCOUNTS RECEIVABLE</b>			
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	
<b>NEGATIVE BALANCES</b>			

Center for Public History  
Baseline Standards

1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Prog Coord 2 (Wyndham Bailey)	Exec Director, College Business Operations (Andrea Short)
2	Ensuring that research expenditures are covered by funds from sponsors.	Prog Coord 2 (Wyndham Bailey)	Exec Director, College Business Operations (Andrea Short)
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Prog Coord 2 (Wyndham Bailey)	CLASS Information Technology
2	Ensuring that critical data back up occurs.	Prog Coord 2 (Wyndham Bailey)	CLASS Information Technology
3	Ensuring that procedures such as password controls are followed.	Prog Coord 2 (Wyndham Bailey)	CLASS Information Technology
4	Reporting of suspected security violations.	Prog Coord 2 (Wyndham Bailey)	CLASS Information Technology