

Treasurer
Baseline Standards
FY 2015

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.	Raymond Bartlett - Treasurer	Robbi Puryear - Assistant Treasurer
2	Updating the Baseline Standards Form.	Raymond Bartlett - Treasurer	Robbi Puryear - Assistant Treasurer
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Fred Burnett - Manager, Treasury Operations	Ericka Vasquez - Treasury Analyst II
2	Reviewing cost center verifications.	Fred Burnett - Manager, Treasury Operations	Robbi Puryear - Assistant Treasurer
3	Approving cost center verifications.	Raymond Bartlett - Treasurer	Robbi Puryear - Assistant Treasurer
4	Ensuring all cost centers are verified/approved on a timely basis.	Fred Burnett - Manager, Treasury Operations	Raymond Bartlett - Treasurer
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Brenda Meade - Administrative Assistant	Fred Burnett - Manager, Treasury Operations
2	Ensuring the validity of travel and expense reimbursements.	Brenda Meade - Administrative Assistant	Raymond Bartlett - Treasurer
3	Ensuring that goods and services are received and that timely payment is made.	Brenda Meade - Administrative Assistant	Fred Burnett - Manager, Treasury Operations
4	Ensuring correct account coding on purchases documents.	Brenda Meade - Administrative Assistant	Fred Burnett - Manager, Treasury Operations
5	Primary contact for inquiries to expenditure transactions.	Brenda Meade - Administrative Assistant	Fred Burnett - Manager, Treasury 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.	NA	NA
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Brenda Meade - Administrative Assistant	Nancy Tran - Associate Dir. SFS
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	NA	NA
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Brenda Meade - Administrative Assistant	Nancy Tran - Associate Dir. SFS
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls.	Brenda Meade - Administrative Assistant	Nancy Tran - Associate Dir. SFS
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Brenda Meade - Administrative Assistant	Raymond Bartlett - Treasurer
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Brenda Meade - Administrative Assistant	Fred Burnett - Manager, Treasury Operations
8	Maintaining departmental personnel files.	Brenda Meade - Administrative Assistant	Raymond Bartlett - Treasurer
9	Consistent and efficient responses to inquiries.	Brenda Meade - Administrative Assistant	Robbi Puryear - Assistant Treasurer
10	Hire ePAR's should be processed at least 1 week prior to start date.	Brenda Meade - Administrative Assistant	Raymond Bartlett - Treasurer
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Brenda Meade - Administrative Assistant	Raymond Bartlett - Treasurer
CASH HANDLING			
1	Collecting cash, checks, etc.	Stephanye Bradley - Senior Cashier	Ericka Vasquez - Treasury Analyst II
2	Reconciling cash, checks, etc. to receipts.	Stephanye Bradley - Senior Cashier	Ericka Vasquez - Treasury Analyst II

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3	Preparing deposits.	Stephanye Bradley - Senior Cashier	Ericka Vasquez - Treasury Analyst II
4	Preparing Journal Entries.	Stephanye Bradley - Senior Cashier	Ericka Vasquez - Treasury Analyst II
5	Verifying deposits posted correctly in the Finance System.	Amanda Yim - Financial Analyst II	Raymond Bartlett - Treasurer
6	Adequacy of physical safeguards of cash receipts and equivalent.	Fred Burnett - Manager, Treasury Operations	Ericka Vasquez - Treasury Analyst II
7	Secure deposits via UHDPS to Student Financial Services.	Stephanye Bradley - Senior Cashier	Ericka Vasquez - Treasury Analyst II
8	Ensuring deposits are made timely.	Stephanye Bradley - Senior Cashier	Ericka Vasquez - Treasury Analyst II
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Fred Burnett - Manager, Treasury Operations	Raymond Bartlett - Treasurer
10	Updating Cash Handling Procedures as needed.	Fred Burnett - Manager, Treasury Operations	Robbi Puryear - Assistant Treasurer
11	Distribution of Cash Handling Procedures to employees who handle cash.	Fred Burnett - Manager, Treasury Operations	Robbi Puryear - Assistant Treasurer
12	Consistent and efficient responses to inquiries.	Fred Burnett - Manager, Treasury Operations	Ericka Vasquez - Treasury Analyst II
PETTY CASH			
1	Preparing petty cash disbursements.	Petty Cash Closed	NA
2	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Raymond Bartlett - Treasurer	Raymond Bartlett - Treasurer
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Brenda Meade - Administrative Assistant	
2	Ensuring the annual inventory was completed correctly.	Brenda Meade - Administrative Assistant	Raymond Bartlett - Treasurer
3	Tagging equipment.	Brenda Meade - Administrative Assistant	
4	Approving requests for removal of equipment from campus.	Raymond Bartlett - Treasurer	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Brenda Meade - Administrative Assistant	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Brenda Meade - Administrative Assistant	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	NA
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA

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2 Billing.	NA	NA
3 Collection.	NA	NA
4 Recording.	NA	NA
5 Monitoring credit extended.	NA	NA
6 Approving write-offs.	NA	NA
NEGATIVE BALANCES		
1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Fred Burnett - Manager, Treasury Operations	Raymond Bartlett - Treasurer
2 Ensuring that research expenditures are covered by funds from sponsors.	NA	NA
DEPARTMENTAL COMPUTING		
1 Management of the departments' information technology resources.	Raymond Bartlett - Treasurer	
2 Ensuring that critical data back up occurs.	Raymond Bartlett - Treasurer	
3 Ensuring that procedures such as password controls are followed.	Raymond Bartlett - Treasurer	
4 Reporting of suspected security violations.	Raymond Bartlett - Treasurer	