

Gerald D. Hines College of Architecture
Baseline Standards
FY 2014

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.	Mary Benham, CBA	
2	Updating the Baseline Standards Form.	Mary Benham, CBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Herlinda Silva, Off Assist 1	Nhu-Thuy Mai, Assistant CBA
2	Reviewing cost center verifications.	Mary Benham, CBA	Nhu-Thuy Mai, Assistant CBA
3	Approving cost center verifications.	Mary Benham, CBA	Nhu-Thuy Mai, Assistant CBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Nhu-Thuy Mai, Assistant CBA	Mary Benham, CBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Kelly Le, Financial Assistant	Nhu-Thuy Mai, Assistant CBA
2	Ensuring the validity of travel and expense reimbursements.	Rebecca Stephens, HR/Payroll Coordinator	Nhu-Thuy Mai, Assistant CBA
3	Ensuring that goods and services are received and that timely payment is made.	Kelly Le, Financial Assistant	Mary Benham, CBA
4	Ensuring correct account coding on purchases documents.	Kelly Le, Financial Assistant	Nhu-Thuy Mai, Assistant CBA
5	Primary contact for inquiries to expenditure transactions.	Nhu-Thuy Mai, Assistant CBA	Mary Benham, CBA
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Rebecca Stephens, HR/Payroll Coordinator	
2	Reconciling bi-weekly leave accruals to the HR System.	Rebecca Stephens, HR/Payroll Coordinator	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Rebecca Stephens, HR/Payroll Coordinator	Nhu-Thuy Mai, Assistant CBA
4	Ensuring all monthly leave is recorded and approved in the HR System.	Rebecca Stephens, HR/Payroll Coordinator	
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Rebecca Stephens, HR/Payroll Coordinator	
6	Completing termination clearance procedures.	Rebecca Stephens, HR/Payroll Coordinator	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Rebecca Stephens, HR/Payroll Coordinator	Nhu-Thuy Mai, Assistant CBA
8	Paycheck distribution.	Rebecca Stephens, HR/Payroll Coordinator	
9	Maintaining departmental Personnel files.	Rebecca Stephens, HR/Payroll Coordinator	
10	Ensuring valid authorization of new hires.	Rebecca Stephens, HR/Payroll Coordinator	Mary Benham, CBA
11	Ensuring valid authorization of changes in compensation rates.	Rebecca Stephens, HR/Payroll Coordinator	Mary Benham, CBA
12	Ensuring the accurate input of changes to the HR System.	Rebecca Stephens, HR/Payroll Coordinator	
13	Propriety of leave account classification on time records.	Rebecca Stephens, HR/Payroll Coordinator	
14	Consistent and efficient responses to inquiries.	Rebecca Stephens, HR/Payroll Coordinator	
CASH HANDLING			

Gerald D. Hines College of Architecture
Baseline Standards
FY 2014

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
1	Collecting cash, checks, etc.	Mary Benham, CBA	Nhu-Thuy Mai, Assistant CBA
2	Reconciling cash, checks, etc. to receipts.	Nhu-Thuy Mai, Assistant CBA	
3	Preparing deposits.	Nhu-Thuy Mai, Assistant CBA	Kelly Le, Financial Assistant
4	Preparing Journal Entries.	Nhu-Thuy Mai, Assistant CBA	Kelly Le, Financial Assistant
5	Verifying deposits posted correctly in the Finance System.	Nhu-Thuy Mai, Assistant CBA	Kelly Le, Financial Assistant
6	Adequacy of physical safeguards.	Mary Benham, CBA	
7	Transporting deposits to Student Financial Services.	Nhu-Thuy Mai, Assistant CBA	Kelly Le, Financial Assistant
8	Ensuring deposits are made timely.	Nhu-Thuy Mai, Assistant CBA	Kelly Le, Financial Assistant
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Mary Benham, CBA	
10	Updating Cash Handling Procedures as needed.	Mary Benham, CBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Mary Benham, CBA	
12	Consistent and efficient responses to inquiries.	Mary Benham, CBA	
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	
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	NA	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	NA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Kelly Le, Financial Assistant	Mary Benham, CBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Mary Benham, CBA	
2	Ensuring the annual inventory was completed correctly.	Mary Benham, CBA	
3	Tagging equipment.	Mary Benham, CBA	
4	Approving requests for removal of equipment from campus.	Mary Benham, CBA	
DISCLOSURE FORMS			

Gerald D. Hines College of Architecture
Baseline Standards
FY 2014

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Mary Benham, CBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Mary Benham, CBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Mary Benham, CBA	
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.	Mary Benham, CBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Nhu-Thuy Mai, Assistant CBA	Mary Benham, CBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	David Brashear, IT Manager	Mary Benham, CBA
2	Ensuring that critical data back up occurs.	David Brashear, IT Manager	Mary Benham, CBA
3	Ensuring that procedures such as password controls are followed.	David Brashear, IT Manager	Mary Benham, CBA
4	Reporting of suspected security violations.	David Brashear, IT Manager	Mary Benham, CBA