H0441: Charter School	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.	Paul Roch, College Business Administrator	use Business Managers Survival Guide ; MAPP; supplemented as needed
2 Updating the Baseline Standards Form.	Paul Roch, College Business Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1 Preparing cost center verifications.	Karen Tran, Dept. Business Admin.	
2 Reviewing cost center verifications.	Paul Roch, College Business Administrator	
3 Approving cost center verifications.	Paul Roch, College Business Administrator (as delegate)	
4 Ensuring all cost centers are verified/approved on a timely basis.	Paul Roch, College Business Administrator (as delegate)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1 Ensuring valid authorization of purchase documents.	Karen Tran, Dept. Business Admin.	Lena Mitchell, Research Administrator
2 Ensuring the validity of travel and expense reimbursements.	Karen Tran, Dept. Business Admin.	Lena Mitchell, Research Administrator
3 Ensuring that goods and services are received and that timely payment is made.	Patricia Paquin, School Administrator	Karen Tran, Dept. Business Admin.
4 Ensuring correct account coding on purchases documents.	Karen Tran, Dept. Business Admin.	Lena Mitchell, Research Administrator
5 Primary contact for inquiries to expenditure transactions.	Patricia Paquin, School Administrator	Karen Tran, Dept. Business Admin.
PAYROLL / HUMAN RESOURCES		
1 Reconciling approved bi-weekly leave requests to time and effort reports.	Margaret Spangler, Financial Coordinator 1	
2 Reconciling bi-weekly leave accruals to the HR System.	Margaret Spangler, Financial Coordinator 1	
3 Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Margaret Spangler, Financial Coordinator 1	
4 Ensuring all monthly leave is recorded and approved in the HR System.	Karen Tran, Dept. Business Admin.	
5 Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Karen Tran, Dept. Business Admin.	
6 Completing termination clearance procedures.	Patricia Paquin, School Administrator	
7 Ensuring terminated employees are no longer charged to departmental cost centers.	Karen Tran, Dept. Business Admin.	
8 Paycheck distribution.	NA	
9 Maintaining departmental Personnel files.	Patricia Paquin, School Administrator	Paul Roch, College Business Administrator
10 Ensuring valid authorization of new hires.	Karen Tran, Dept. Business Admin.	Paul Roch, College Business Administrator
11 Ensuring valid authorization of changes in compensation rates.	Karen Tran, Dept. Business Admin.	Paul Roch, College Business Administrator
12 Ensuring the accurate input of changes to the HR System.	Karen Tran, Dept. Business Admin.	Paul Roch, College Business Administrator
13 Propriety of leave account classification on time records.	Delores Haynes, Coord, Dept HR/Payroll 2	Paul Roch, Dept. Business Admin.
14 Consistent and efficient responses to inquiries.	Karen Tran, Dept. Business Admin.	Paul Roch, College Business Administrator
CASH HANDLING		

H0441: Charter School	Responsible Person(s) (Name/Title)	
Description of Responsibility	**Primary (Required)**	**Secondary (Optional)**
1	Collecting cash, checks, etc.	Patricia Paquin, School Administrator	
2	Reconciling cash, checks, etc. to receipts.	Patricia Paquin, School Administrator	
3	Preparing deposits.	Patricia Paquin, School Administrator	
4	Preparing Journal Entries.	Patricia Paquin, School Administrator	
5	Verifying deposits posted correctly in the Finance System.	Patricia Paquin, School Administrator	
6	Adequacy of physical safeguards.	Patricia Paquin, School Administrator	
7	Transporting deposits to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Patricia Paquin, School Administrator	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Paul Roch, College Business Administrator	Patricia Paquin, School Administrator
10	Updating Cash Handling Procedures as needed.	Patricia Paquin, School Administrator	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Patricia Paquin, School Administrator	
12	Consistent and efficient responses to inquiries.	Patricia Paquin, School Administrator	Paul Roch, College Business Administrator
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 / CELL PHONE CHARGES			
1	Manager review of long distance charges for unusual activity.	Paul Roch, College Business Administrator	
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Paul Roch, College Business Administrator	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Karen Tran, Dept. Business Admin.	Paul Roch, College Business Administrator
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Patricia Paquin, School Administrator	
2	Ensuring the annual inventory was completed correctly.	Patricia Paquin, School Administrator	Paul Roch, College Business Administrator
3	Tagging equipment.	Patricia Paquin, School Administrator	
4	Approving requests for removal of equipment from campus.	Patricia Paquin, School Administrator	
DISCLOSURE FORMS			

H0441: Charter School	Responsible Person(s) (Name/Title)	
Description of Responsibility	**Primary (Required)**	**Secondary (Optional)**
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Paul Roch, College Business Administrator	
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Paul Roch, College Business Administrator	
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Paul Roch, College Business Administrator	
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.	Karen Tran, Dept. Business Admin.	Paul Roch, College Business Administrator
2 Ensuring that research expenditures are covered by funds from sponsors.	Patricia Paquin, School Administrator	Lena Mitchell, Research Administrator
DEPARTMENTAL COMPUTING		
1 Management of the departments' information technology resources.	Tim Rosas, Director of CITE	
2 Ensuring that critical data back up occurs.	Tim Rosas, Director of CITE	
3 Ensuring that procedures such as password controls are followed.	UH Systems	
4 Reporting of suspected security violations.	Patricia Paquin, School Administrator	Tim Rosas, Director of CITE