

H0223 Dean of Students Office  
Baseline Standards  
FY2014

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Dr. Noel Clarke/Director College/Division Business Operator	Christopher Herrin / Financial Coordinator II
2	Updating the Baseline Standards Form.	Dr. Noel Clarke/Director College/Division Business Operator	Dee Ann Canfield, Financial Coordinator I
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Christopher Herrin / Financial Coordinator II	Dr. Noel Clarke/Director College/Division Business Operator
2	Reviewing cost center verifications.	Dr. Noel Clarke/Director College/Division Business Operator	Linda Garza/Dir Bus Serv
3	Approving cost center verifications.	Kamran Riaz, Associate Dean	Dr. William Munson/Assoc VP for Student Affairs & Dean of Student
4	Ensuring all cost centers are verified/approved on a timely basis.	Dr. Noel Clarke/Dir. Coll/Div Business Operations	Linda Garza/Dir Bus Serv
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Dr. Noel Clarke/Director College/Division Business Operator	Linda Garza/Dir Bus Serv
2	Ensuring the validity of travel and expense reimbursements.	Dr. Noel Clarke/Director College/Division Business Operator	Linda Garza/Dir Bus Serv
3	Ensuring that goods and services are received and that timely payment is made.	Dee Ann Canfield, Financial Coordinator I	Christopher Herrin / Financial Coordinator II
4	Ensuring correct account coding on purchases documents.	Dee Ann Canfield, Financial Coordinator I	Christopher Herrin / Financial Coordinator II
5	Primary contact for inquiries to expenditure transactions.	Dee Ann Canfield, Financial Coordinator I	Christopher Herrin / Financial Coordinator II
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Vicky Henderson, Financial Coordinator II	Candy Litteton / Financial Coordinator II
2	Reconciling bi-weekly leave accruals to the HR System.	Dee Ann Canfield, Financial Coordinator I	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Dee Ann Canfield, Financial Coordinator I	Vicky Henderson, Financial Coordinator II
4	Ensuring all monthly leave is recorded and approved in the HR System.	Dee Ann Canfield, Financial Coordinator I	Kamran Riaz, Associate Dean
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Vicky Henderson, Financial Coordinator II	Candy Litteton / Financial Coordinator II
6	Completing termination clearance procedures.	Dee Ann Canfield, Financial Coordinator I	Vicky Henderson, Financial Coordinator II
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Dee Ann Canfield, Financial Coordinator I	Vicky Henderson, Financial Coordinator II
8	Paycheck distribution.	NA	
9	Maintaining departmental Personnel files.	Dee Ann Canfield, Financial Coordinator I	Vicky Henderson, Financial Coordinator II
10	Ensuring valid authorization of new hires.	Dee Ann Canfield, Financial Coordinator I	Vicky Henderson, Financial Coordinator II
11	Ensuring valid authorization of changes in compensation rates.	Dee Ann Canfield, Financial Coordinator I	Vicky Henderson, Financial Coordinator II
12	Ensuring the accurate input of changes to the HR System.	Dee Ann Canfield, Financial Coordinator I	Vicky Henderson, Financial Coordinator II
13	Propriety of leave account classification on time records.	Dee Ann Canfield, Financial Coordinator I	Vicky Henderson, Financial Coordinator II
14	Consistent and efficient responses to inquiries.	Dee Ann Canfield, Financial Coordinator I	Vicky Henderson, Financial Coordinator II
<b>CASH HANDLING</b>			

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1	Collecting cash, checks, etc.	Vicky Henderson, Financial Coordinator II	Candy Litteton / Financial Coordinator II
2	Reconciling cash, checks, etc. to receipts.	Vicky Henderson, Financial Coordinator II	Candy Litteton / Financial Coordinator II
3	Preparing deposits.	Vicky Henderson, Financial Coordinator II	Candy Litteton / Financial Coordinator II
4	Preparing Journal Entries.	Vicky Henderson, Financial Coordinator II	Candy Litteton / Financial Coordinator II
5	Verifying deposits posted correctly in the Finance System.	Vicky Henderson, Financial Coordinator II	Candy Litteton / Financial Coordinator II
6	Adequacy of physical safeguards.	Vicky Henderson, Financial Coordinator II	Candy Litteton / Financial Coordinator II
7	Transporting deposits to Student Financial Services.	UH Police	UH Police
8	Ensuring deposits are made timely.	Christopher Herrin / Financial Coordinator II	Dee Ann Canfield, Financial Coordinator I
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Dr. Noel Clarke/Director College/Division Business Operator	Christopher Herrin / Financial Coordinator II
10	Updating Cash Handling Procedures as needed.	Dr. Noel Clarke/Director College/Division Business Operator	Christopher Herrin / Financial Coordinator II
11	Distribution of Cash Handling Procedures to employees who handle cash.	Dr. Noel Clarke/Director College/Division Business Operator	Christopher Herrin / Financial Coordinator II
12	Consistent and efficient responses to inquiries.	Dee Ann Canfield, Financial Coordinator I	Christopher Herrin / Financial Coordinator II
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
<b>LONG DISTANCE CHARGES</b>			
1	Manager review of long distance charges for unusual activity.	Dee Ann Canfield, Financial Coordinator I	Christopher Herrin / Financial Coordinator II
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Dee Ann Canfield, Financial Coordinator I	Christopher Herrin / Financial Coordinator II
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Dr. Noel Clarke/Director College/Division Business Operator	Pat Sayles/Exec Dir Bus Serv Linda Garza/Dir Bus Serv
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Dee Ann Canfield, Financial Coordinator I	Dr. Noel Clarke/Director College/Division Business Operator
2	Ensuring the annual inventory was completed correctly.	Dr. Noel Clarke/Director College/Division Business Operator	Linda Garza/Dir Bus Serv
3	Tagging equipment.	Dee Ann Canfield, Financial Coordinator I	Christopher Herrin / Financial Coordinator II
4	Approving requests for removal of equipment from campus.	Kamran Riaz/ Ast Dean of Student	Dr. William Munson/Assoc VP for Student Affairs & Dean of Student
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Dr. Noel Clarke/Director College/Division Business Operator	Vicky Henderson, Financial Coordinator II

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2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Dr. Noel Clarke/Director College/Division Business Operator	Vicky Henderson, Financial Coordinator II
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Dr. Noel Clarke/Director College/Division Business Operator	Vicky Henderson, Financial Coordinator II
<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Dr. Noel Clarke/Director College/Division Business Operator	Pat Sayles/Exec Dir Bus Serv Linda Garza/Dir Bus Serv
2	Ensuring that research expenditures are covered by funds from sponsors.	Dr. Noel Clarke/Director College/Division Business Operator	Pat Sayles/Exec Dir Bus Serv Linda Garza/Dir Bus Serv
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Sam Nguyen/Technology Support Manager	
2	Ensuring that critical data back up occurs.	Sam Nguyen/Technology Support Manager	
3	Ensuring that procedures such as password controls are followed.	Sam Nguyen/Technology Support Manager	
4	Reporting of suspected security violations.	All Staff Members	Sam Nguyen/Technology Support Manager