

Children Learning Center
Baseline Standard
FY2015

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE			
1	Ensuring the Departmental Policy and Procedures manual is current.	Jennifer Skopal / Assistant Director	
2	Updating the Baseline Standards Form.	Linda M. Garza/Dir Bus Svcs Operator	Christopher Herrin / Financial Coordinator II
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Christopher Herrin / Financial Coordinator II	
2	Reviewing cost center verifications.	Linda M. Garza/Dir Bus Svcs Operator	
3	Approving cost center verifications.	Jennifer Skopal / Assistant Director	
4	Ensuring all cost centers are verified/approved on a timely basis.	Linda M. Garza/Dir Bus Svcs Operator	Christopher Herrin / Financial Coordinator II
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Linda M. Garza/Dir Bus Svcs Operator	Christopher Herrin / Financial Coordinator II
2	Ensuring the validity of travel and expense reimbursements.	Linda M. Garza/Dir Bus Svcs Operator	Christopher Herrin / Financial Coordinator II
3	Ensuring that goods and services are received and that timely payment is made.	Linda M. Garza/Dir Bus Svcs Operator	Christopher Herrin / Financial Coordinator II
4	Ensuring correct account coding on purchases documents.	Linda M. Garza/Dir Bus Svcs Operator	Christopher Herrin / Financial Coordinator II
5	Primary contact for inquiries to expenditure transactions.	Linda M. Garza/Dir Bus Svcs Operator	Christopher Herrin / Financial Coordinator II
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.	Candy Litteton / Financial Coordinator II	
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Candy Litteton / Financial Coordinator II	
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Candy Litteton / Financial Coordinator II	
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Candy Litteton / Financial Coordinator II	
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.	Candy Litteton / Financial Coordinator II	
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Candy Litteton / Financial Coordinator II	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Candy Litteton / Financial Coordinator II	
8	Maintaining departmental personnel files.	Candy Litteton / Financial Coordinator II	
9	Consistent and efficient responses to inquiries.	Jennifer Skopal / Assistant Director	
10	Hire ePAR's should be processed at least 1 week prior to start date.	Candy Litteton / Financial Coordinator II	
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Candy Litteton / Financial Coordinator II	
CASH HANDLING			
1	Collecting cash, checks, etc.	Shenae Champ / Office Coordinator, Jody Castiloo/Operation Manager	Jennifer Skopal / Assistant Director
2	Reconciling cash, checks, etc. to receipts.	Shenae Champ / Office Coordinator, Jody Castiloo/Operation Manager	Cece Hernandez / Admin. Mngr.
3	Preparing deposits.	Shenae Champ / Office Coordinator, Jody Castiloo/Operation Manager	

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4	Preparing Journal Entries.	Shenae Champ / Office Coordinator, Jody Castiloo/Operation Manager	
5	Verifying deposits posted correctly in the Finance System.	Christopher Herrin / Financial Coordinator II	
6	Adequacy of physical safeguards.	Shenae Champ / Office Coordinator, Jody Castiloo/Operation Manager	Jennifer Skopal / Assistant Director
7	Transporting deposits to Student Financial Services.	University of Houston Police Department	University of Houston Police Department
8	Ensuring deposits are made timely.	Christopher Herrin / Financial Coordinator II	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Linda M. Garza/Dir Bus Svcs Operator	
10	Updating Cash Handling Procedures as needed.	Linda M. Garza/Dir Bus Svcs Operator	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Linda M. Garza/Dir Bus Svcs Operator	Jennifer Skopal / Assistant Director
12	Consistent and efficient responses to inquiries.	Shenae Champ / Office Coordinator, Jody Castiloo/Operation Manager	Jennifer Skopal / Assistant Director
PETTY CASH			
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
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Linda M. Garza/Dir Bus Svcs Operator	Keith T. Kowalka / AVP for Student Affairs
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Cheryl Grew-Gillen, Director UC Facilities & Operations	Cece Hernandez / Admin. Mngr.
2	Ensuring the annual inventory was completed correctly.	Cheryl Grew-Gillen, Director UC Facilities & Operations	Cece Hernandez / Admin. Mngr.
3	Tagging equipment.	Cheryl Grew-Gillen, Director UC Facilities & Operations	Cece Hernandez / Admin. Mngr.
4	Approving requests for removal of equipment from campus.	Cheryl Grew-Gillen, Director UC Facilities & Operations	Cece Hernandez / Admin. Mngr.
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Jennifer Skopal / Assistant Director	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Jennifer Skopal / Assistant Director	Cece Hernandez / Admin. Mngr.
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Keith T. Kowalka / AVP for Student Affairs	Linda M. Garza/Dir Bus Svcs Operator
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A

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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
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Linda M. Garza/Dir Bus Svcs Operator	Christopher Herrin / Financial Coordinator II
2	Ensuring that research expenditures are covered by funds from sponsors.	Linda M. Garza/Dir Bus Svcs Operator	N/A
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Sam Nguyen / Assistant Director - Tech Support	Jennifer Skopal / Assistant Director
2	Ensuring that critical data back up occurs.	Sam Nguyen / Assistant Director - Tech Support	Jennifer Skopal / Assistant Director
3	Ensuring that procedures such as password controls are followed.	Sam Nguyen / Assistant Director - Tech Support	Jennifer Skopal / Assistant Director
4	Reporting of suspected security violations.	Sam Nguyen / Assistant Director - Tech Support	Jennifer Skopal / Assistant Director