

Finance
BaselineStandards FY10

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.	Irma Perez /Financial Coordinator 2	Mike Glisson/Executive Director Finance
2	Updating the Baseline Standards Form.	Mike Glisson/Executive Director Finance	
FINANCE - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Irma Perez/Financial Coordinator 2	
2	Reviewing cost center verifications.	Mike Glisson/Executive Director Finance	
3	Approving cost center verifications.	Mike Glisson/Executive Director Finance	
4	Ensuring all cost centers are verified/approved on a timely basis.	Irma Perez/Financial Coordinator 2	Mike Glisson/Executive Director Finance
FINANCE - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Mike Glisson/Executive Director Finance	
2	Ensuring the validity of travel and expense reimbursements.	Mike Glisson/Executive Director Finance	
3	Ensuring that goods and services are received and that timely payment is made.	Alma Villarreal, Office Assistant 2	Irma Perez/Financial Coordinator 2
4	Ensuring correct account coding on purchases documents.	Alma Villarreal, Office Assistant 2	Mike Glisson/Executive Director Finance
5	Primary contact for inquiries to expenditure transactions.	Alma Villarreal, Office Assistant 2	Mike Glisson/Executive Director Finance
PAYROLL / HUMAN RESOURCES			
1	Reconciling leave records to time and effort reports.	Alma Villarreal, Office Assistant 2	Irma Perez/Financial Coordinator 2
2	Reconciling leave accruals to the payroll system.	Irma Perez/Financial Coordinator 2	
3	Ensuring all time and effort reports are submitted to Payroll.	Irma Perez/Financial Coordinator 2	
4	Reconciling time and effort reports to check registers.	Irma Perez/Financial Coordinator 2	
5	Completing termination clearance procedures.	Alma Villarreal, Office Assistant 2	
6	Ensuring terminated employees are no longer charged to departmental cost centers.	Alma Villarreal, Office Assistant 2	Irma Perez/Financial Coordinator 2
7	Paycheck distribution.	Alma Villarreal, Office Assistant 2	Mike Glisson/Executive Director Finance
8	Maintaining departmental Personnel files	Irma Perez/Financial Coordinator 2	
9	Ensuring valid authorization of new hires.	Irma Perez/Financial Coordinator 2	TaShawna Wilson/ Admnstr, Business, Department
10	Ensuring valid authorization of changes in compensation rates.	Irma Perez/Financial Coordinator 2	Mike Glisson/Executive Director Finance
11	Ensuring the accurate input of changes to the payroll system.	Irma Perez/Financial Coordinator 2	Mike Glisson/Executive Director Finance
12	Propriety of leave account classification on time records.	Irma Perez/Financial Coordinator 2	
13	Consistent and efficient responses to inquiries.	Irma Perez/Financial Coordinator 2	
CASH HANDLING			
1	Collecting cash, checks, etc.	Irma Perez/Financial Coordinator 2	
2	Reconciling cash, checks, etc. to receipts.	Irma Perez/Financial Coordinator 2	

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3	Preparing deposits.	Alma Villarreal, Office Assistant 2	Irma Perez/Financial Coordinator 2
4	Preparing Journal Entries.	Alma Villarreal, Office Assistant 2	Irma Perez/Financial Coordinator 2
5	Verifying deposits to the financial system.	Irma Perez/Financial Coordinator 2	
6	Adequacy of physical safeguards.	Irma Perez/Financial Coordinator 2	
7	Transporting deposits to Student Financial Services.	UH Police Department	
8	Ensuring deposits are made timely.	Alma Villarreal, Office Assistant 2	Irma Perez/Financial Coordinator 2
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	Irma Perez/Financial Coordinator 2	Mike Glisson/Executive Director Finance
10	Updating Cash Handling Procedures as needed.	Mike Glisson/Executive Director Finance	
11	Consistent and efficient responses to inquiries.	Irma Perez/Financial Coordinator 2	
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	Forwarding employees long distance and cell phone charge reports.	Alma Villarreal, Office Assistant 2	Irma Perez/Financial Coordinator 2
2	Ensuring employees review their long distance and/or cell phone charge reports.	Alma Villarreal, Office Assistant 2	Irma Perez/Financial Coordinator 2
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Alma Villarreal, Office Assistant 2	Irma Perez/Financial Coordinator 2
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	TaShawna Wilson/Admnstr, Business, Department	Esmeralda Valdez/Director, Business Servcies
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Alma Villarreal, Office Assistant 2	Henry Pham/Microsystems Analyst
2	Ensuring the annual inventory was completed correctly.	Irma Perez/Financial Coordinator 2	Mike Glisson/Executive Director Finance
3	Tagging equipment.	Alma Villarreal, Office Assistant 2	Henry Pham/Microsystems Analyst
4	Approving requests for removal of equipment from campus.	Irma Perez/Financial Coordinator 2	Mike Glisson/Executive Director Finance
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	Irma Perez/Financial Coordinator 2	
2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	Irma Perez/Financial Coordinator 2	
3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	Irma Perez/Financial Coordinator 2	

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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 have positive fund equity at year-end.	Emily Messa/Assistant VP University Services	Esmeralda Valdez/Director, Business Services
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	NA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Henry Pham/Microsystems Analyst	Catherine Chan/Director Financial Computing Systems
2	Ensuring that critical data back up occurs.	Henry Pham/Microsystems Analyst	Catherine Chan/Director Financial Computing Systems
3	Ensuring that procedures such as password controls are followed.	Henry Pham/Microsystems Analyst	Catherine Chan/Director Financial Computing Systems
4	Reporting of suspected security violations.	Henry Pham/Microsystems Analyst	Catherine Chan/Director Financial Computing Systems