

DEPARTMENT OF COMMUNICATION SCIENCES DISORDERS
Baseline Standards
FY 2013

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.	GEOFFREY PIERCE Dept. Business Administrator	LYNN MAHER Department Chair
2	Updating the Baseline Standards Form.	GEOFFREY PIERCE Dept. Business Administrator	LYNN MAHER Department Chair
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	GEOFFREY PIERCE Dept. Business Administrator	LYNN MAHER Department Chair
2	Reviewing cost center verifications.	LYNN MAHER Department Chair	
3	Approving cost center verifications.	LYNN MAHER Department Chair	
4	Ensuring all cost centers are verified/approved on a timely basis.	GEOFFREY PIERCE Dept. Business Administrator	LYNN MAHER Department Chair
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	GEOFFREY PIERCE Dept. Business Administrator	LYNN MAHER Department Chair
2	Ensuring the validity of travel and expense reimbursements.	GEOFFREY PIERCE Dept. Business Administrator	LYNN MAHER Department Chair
3	Ensuring that goods and services are received and that timely payment is made.	GEOFFREY PIERCE Dept. Business Administrator	LYNN MAHER Department Chair
4	Ensuring correct account coding on purchases documents.	GEOFFREY PIERCE Dept. Business Administrator	LYNN MAHER Department Chair
5	Primary contact for inquiries to expenditure transactions.	GEOFFREY PIERCE Dept. Business Administrator	LYNN MAHER Department Chair
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	JASMINE NGUYEN Financial Coordinator 1	GEOFFREY PIERCE Dept. Business Administrator
2	Reconciling bi-weekly leave accruals to the HR System.	JASMINE NGUYEN Financial Coordinator 1	GEOFFREY PIERCE Dept. Business Administrator
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.		GEOFFREY PIERCE Dept. Business Administrator
4	Ensuring all monthly leave is recorded and approved in the HR System.	GEOFFREY PIERCE Dept. Business Administrator	LYNN MAHER Department Chair
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	JACKIE MCWHIRT Office Coordinator	GEOFFREY PIERCE Dept. Business Administrator
6	Completing termination clearance procedures.	JASMINE NGUYEN Financial Coordinator 1	GEOFFREY PIERCE Dept. Business Administrator
7	Ensuring terminated employees are no longer charged to departmental cost centers.	GEOFFREY PIERCE Dept. Business Administrator	LYNN MAHER Department Chair
8	Paycheck distribution.	Treasurer's Office	
9	Maintaining departmental Personnel files.	JASMINE NGUYEN Financial Coordinator 1	GEOFFREY PIERCE Dept. Business Administrator
10	Ensuring valid authorization of new hires.	GEOFFREY PIERCE Dept. Business Administrator	LYNN MAHER Department Chair
11	Ensuring valid authorization of changes in compensation rates.	GEOFFREY PIERCE Dept. Business Administrator	LYNN MAHER Department Chair
12	Ensuring the accurate input of changes to the HR System.	JASMINE NGUYEN Financial Coordinator 1	GEOFFREY PIERCE Dept. Business Administrator
13	Propriety of leave account classification on time records.	GEOFFREY PIERCE Dept. Business Administrator	LYNN MAHER Department Chair
14	Consistent and efficient responses to inquiries.	JASMINE NGUYEN Financial Coordinator 1	GEOFFREY PIERCE Dept. Business Administrator
CASH HANDLING			

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1 Collecting cash, checks, etc.	LEONARD, MCWHIRT, BRUCE, PIERCE, NGUYEN	GEOFFREY PIERCE Dept. Business Administrator
2 Reconciling cash, checks, etc. to receipts.	JACKIE MCWHIRT Office Coord.	GEOFFREY PIERCE Dept. Business Administrator
3 Preparing deposits.	JASMINE NGUYEN Financial Coordinator 1	GEOFFREY PIERCE Dept. Business Administrator
4 Preparing Journal Entries.	JASMINE NGUYEN Financial Coordinator 1	GEOFFREY PIERCE Dept. Business Administrator
5 Verifying deposits posted correctly in the Finance System.	GEOFFREY PIERCE Dept. Business Administrator	
6 Adequacy of physical safeguards.	GEOFFREY PIERCE Dept. Business Administrator	
7 Transporting deposits to Student Financial Services.	UH POLICE	
8 Ensuring deposits are made timely.	GEOFFREY PIERCE Dept. Business Administrator	
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	JACKIE MCWHIRT Office Coordinator	GEOFFREY PIERCE Dept. Business Administrator
10 Updating Cash Handling Procedures as needed.	GEOFFREY PIERCE Dept. Business Administrator	GEOFFREY PIERCE Dept. Business Administrator
11 Distribution of Cash Handling Procedures to employees who handle cash.	GEOFFREY PIERCE Dept. Business Administrator	GEOFFREY PIERCE Dept. Business Administrator
12 Consistent and efficient responses to inquiries.	JASMINE NGUYEN Financial Coordinator 1	GEOFFREY PIERCE Dept. 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 CHARGES		
1 Manager review of long distance charges for unusual activity.	JASMINE NGUYEN Financial Coordinator 1	GEOFFREY PIERCE Dept. Business Administrator
2 Ensuring personal calls are reimbursed within 10 days from the billing date.	JASMINE NGUYEN Financial Coordinator 1	GEOFFREY PIERCE Dept. Business Administrator
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	J. MCWHIRT, Off. Coord.; J. NGUYEN, Fin. Coord. 1	GEOFFREY PIERCE Dept. Business Administrator
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	JASMINE NGUYEN Financial Coordinator 1	GEOFFREY PIERCE Dept. Business Administrator
2 Ensuring the annual inventory was completed correctly.	JASMINE NGUYEN Financial Coordinator 1	GEOFFREY PIERCE Dept. Business Administrator
3 Tagging equipment.	JASMINE NGUYEN Financial Coordinator 1	GEOFFREY PIERCE Dept. Business Administrator
4 Approving requests for removal of equipment from campus.	JASMINE NGUYEN Financial Coordinator 1	GEOFFREY PIERCE Dept. Business Administrator
DISCLOSURE FORMS		

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	J. MCWHIRT, Off. Coord.; M. LEONARD, Off. Asst. 1	GEOFFREY PIERCE Dept. Business Administrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	J. MCWHIRT, Off. Coord.; M. LEONARD, Off. Asst. 1	GEOFFREY PIERCE Dept. Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	J. MCWHIRT, Off. Coord.; M. LEONARD, Off. Asst. 1	GEOFFREY PIERCE Dept. Business Administrator
ACCOUNTS RECEIVABLE			
1	Extending of credit.	GEOFFREY PIERCE Dept. Business Administrator	MELISSA BRUCE Clinic Director
2	Billing.	J. NGUYEN, Fin. Coord. 1; M. LEONARD, Off. Asst. 1	GEOFFREY PIERCE Dept. Business Administrator
3	Collection.	J. NGUYEN, Fin. Coord. 1; M. LEONARD, Off. Asst. 1	GEOFFREY PIERCE Dept. Business Administrator
4	Recording.	J. MCWHIRT, Off. Coord.; M. LEONARD, Off. Asst. 1	GEOFFREY PIERCE Dept. Business Administrator
5	Monitoring credit extended.	GEOFFREY PIERCE Dept. Business Administrator	MELISSA BRUCE Clinic Director
6	Approving write-offs.	GEOFFREY PIERCE Dept. Business Administrator	M. BRUCE, Clinic Director L. MAHER, Department Chair
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	GEOFFREY PIERCE Dept. Business Administrator	LYNN MAHER Department Chair
2	Ensuring that research expenditures are covered by funds from sponsors.	GEOFFREY PIERCE Dept. Business Administrator	LYNN MAHER Department Chair
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	TOM WHITLEY Program Coordinator	GEOFFREY PIERCE Dept. Business Administrator
2	Ensuring that critical data back up occurs.	TOM WHITLEY Program Coordinator	GEOFFREY PIERCE Dept. Business Administrator
3	Ensuring that procedures such as password controls are followed.	TOM WHITLEY Program Coordinator	GEOFFREY PIERCE Dept. Business Administrator
4	Reporting of suspected security violations.	TOM WHITLEY Program Coordinator	GEOFFREY PIERCE Dept. Business Administrator