

Philosophy Department
Baseline Standards
FY 2012

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.	Asst CBA_Finance (Issac Davis)	DBA (Angela Williams)
2	Updating the Baseline Standards Form.	Asst CBA_Finance (Issac Davis)	DBA (Angela Williams)
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Asst CBA_Finance (Issac Davis)	DBA (Angela Williams)
2	Reviewing cost center verifications.	Asst CBA_Finance (Issac Davis)	DBA (Angela Williams)
3	Approving cost center verifications.	Chair (Cynthia Freeland)	Exec Dir Bud/Admin (A. Short)
4	Ensuring all cost centers are verified/approved on a timely basis.	Asst CBA_Finance (Issac Davis)	DBA (Angela Williams)
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Chair (Cynthia Freeland)	DBA (Angela Williams)
2	Ensuring the validity of travel and expense reimbursements.	DBA (Angela Williams)	Asst CBA_Finance (Issac Davis)
3	Ensuring that goods and services are received and that timely payment is made.	DBA (Angela Williams)	Asst CBA_Finance (Issac Davis)
4	Ensuring correct account coding on purchases documents.	DBA (Angela Williams)	Asst CBA_Finance (Issac Davis)
5	Primary contact for inquiries to expenditure transactions.	DBA (Angela Williams)	Asst CBA_Finance (Issac Davis)
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	DBA (Angela Williams)	CBA (Mary Duncan)
2	Reconciling bi-weekly leave accruals to the HR System.	DBA (Angela Williams)	CBA (Mary Duncan)
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	DBA (Angela Williams)	CBA (Mary Duncan)
4	Ensuring all monthly leave is recorded and approved in the HR System.	DBA (Angela Williams)	CBA (Mary Duncan)
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	DBA (Angela Williams)	CBA (Mary Duncan)
6	Completing termination clearance procedures.	DBA (Angela Williams)	CBA (Mary Duncan)
7	Ensuring terminated employees are no longer charged to departmental cost centers.	DBA (Angela Williams)	CBA (Mary Duncan)
8	Paycheck distribution.	DBA (Angela Williams)	CBA (Mary Duncan)
9	Maintaining departmental Personnel files.	DBA (Angela Williams)	CBA (Mary Duncan)
10	Ensuring valid authorization of new hires.	DBA (Angela Williams)	CBA (Mary Duncan)
11	Ensuring valid authorization of changes in compensation rates.	DBA (Angela Williams)	CBA (Mary Duncan)
12	Ensuring the accurate input of changes to the HR System.	DBA (Angela Williams)	CBA (Mary Duncan)
13	Propriety of leave account classification on time records.	DBA (Angela Williams)	CBA (Mary Duncan)
14	Consistent and efficient responses to inquiries.	DBA (Angela Williams)	CBA (Mary Duncan)
CASH HANDLING			

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	Primary (Required)	Secondary (Optional)
1 Collecting cash, checks, etc.	Advisor (Jackie Vela)	DBA (Angela Williams)
2 Reconciling cash, checks, etc. to receipts.	DBA (Angela Williams)	Asst CBA_Finance (Issac Davis)
3 Preparing deposits.	DBA (Angela Williams)	Asst CBA_Finance (Issac Davis)
4 Preparing Journal Entries.	DBA (Angela Williams)	Asst CBA_Finance (Issac Davis)
5 Verifying deposits posted correctly in the Finance System.	DBA (Angela Williams)	Asst CBA_Finance (Issac Davis)
6 Adequacy of physical safeguards.	DBA (Angela Williams)	Asst CBA_Finance (Issac Davis)
7 Transporting deposits to Student Financial Services.	UH Police	NA
8 Ensuring deposits are made timely.	DBA (Angela Williams)	Asst CBA_Finance (Issac Davis)
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	DBA (Angela Williams)	Asst CBA_Finance (Issac Davis)
10 Updating Cash Handling Procedures as needed.	DBA (Angela Williams)	Asst CBA_Finance (Issac Davis)
11 Distribution of Cash Handling Procedures to employees who handle cash.	DBA (Angela Williams)	Asst CBA_Finance (Issac Davis)
12 Consistent and efficient responses to inquiries.	DBA (Angela Williams)	Asst CBA_Finance (Issac Davis)
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.	DBA (Angela Williams)	Asst CBA_Finance (Issac Davis)
2 Ensuring personal calls are reimbursed within 10 days from the billing date.	DBA (Angela Williams)	Asst CBA_Finance (Issac Davis)
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	DBA (Angela Williams)	Exec Dir Bud/Admin (A. Short)
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	CLASS IT Manager (Frank Houston)	
2 Ensuring the annual inventory was completed correctly.	CLASS IT Manager (Frank Houston)	
3 Tagging equipment.	DBA (Angela Williams)	CLASS IT Manager (Frank Houston)
4 Approving requests for removal of equipment from campus.	Chair (Cynthia Freeland)	CLASS IT Manager (Frank Houston)
DISCLOSURE FORMS		

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	DBA (Angela Williams)	Asst CBA_Finance (Issac Davis)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	DBA (Angela Williams)	CBA (Linda Garza)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	DBA (Angela Williams)	Asst CBA_Finance (Issac Davis)
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.	DBA (Angela Williams)	Chair (Cynthia Freeland)
2	Ensuring that research expenditures are covered by funds from sponsors.	DBA (Angela Williams)	Chair (Cynthia Freeland)
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	CLASS IT Manager (Frank Houston)	Asst CBA_Finance (Issac Davis)
2	Ensuring that critical data back up occurs.	CLASS IT Manager (Frank Houston)	Asst CBA_Finance (Issac Davis)
3	Ensuring that procedures such as password controls are followed.	CLASS IT Manager (Frank Houston)	Asst CBA_Finance (Issac Davis)
4	Reporting of suspected security violations.	CLASS IT Manager (Frank Houston)	Asst CBA_Finance (Issac Davis)