Center For Public History
Baseline Standards
FY 2013

| | | Responsible Person(s) (Name/Title) | |
|---|---|---|---|
| **Description of Responsibility** | | **Primary (Required)** | **Secondary (Optional)** |
| DEPARTMENTAL POLICIES & PROCEDURES / | | | |
| 1 | Ensuring the Departmental Policy and Procedures manual is current. | Prog Coord 2 (vacant) | |
| 2 | Updating the Baseline Standards Form. | Prog Coord 2 (vacant) | Exec Director, College Business Operations (Andrea Short) |
| FINANCIAL REPORTING - COST CENTER | | | |
| 1 | Preparing cost center verifications. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 2 | Reviewing cost center verifications. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 3 | Approving cost center verifications. | Martin Melosi, Director | Asst Bus Admin-Fin (Isaac Davis) |
| 4 | Ensuring all cost centers are verified/approved on a timely basis. | Prog Coord 2 (vacant) | Exec Director, College Business Operations (Andrea Short) |
| FINANCIAL REPORTING - EXPENDITURE | | | |
| 1 | Ensuring valid authorization of purchase documents. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 2 | Ensuring the validity of travel and expense reimbursements. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 3 | Ensuring that goods and services are received and that timely payment is made. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 4 | Ensuring correct account coding on purchases documents. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 5 | Primary contact for inquiries to expenditure transactions. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| PAYROLL / HUMAN RESOURCES | | | |
| 1 | Reconciling approved bi-weekly leave requests to time and effort reports. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 2 | Reconciling bi-weekly leave accruals to the HR System. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 3 | Ensuring all bi-weekly time and effort reports are submitted to Payroll. | Prog Coord 2 (vacant) | Financial Asst 2 (Brenda Ramirez) |
| 4 | Ensuring all monthly leave is recorded and approved in the HR System. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 5 | Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports. | Prog Coord 2 (vacant) | Financial Asst 2 (Brenda Ramirez) |
| 6 | Completing termination clearance procedures. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 7 | Ensuring terminated employees are no longer charged to departmental cost centers. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 8 | Paycheck distribution. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 9 | Maintaining departmental Personnel files. | Prog Coord 2 (vacant) | Coll Business Admin (Mary Duncan) |
| 10 | Ensuring valid authorization of new hires. | Prog Coord 2 (vacant) | Coll Business Admin (Mary Duncan) |
| 11 | Ensuring valid authorization of changes in compensation rates. | Prog Coord 2 (vacant) | Coll Business Admin (Mary Duncan) |
| 12 | Ensuring the accurate input of changes to the HR System. | Prog Coord 2 (vacant) | Coll Business Admin (Mary Duncan) |
| 13 | Propriety of leave account classification on time records. | Prog Coord 2 (vacant) | Coll Business Admin (Mary Duncan) |
| 14 | Consistent and efficient responses to inquiries. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |

| | Description of Responsibility | Responsible Person(s) (Name/Title) | |
|---|---|---|---|
| | | Primary (Required) | Secondary (Optional) |
| CASH HANDLING | | | |
| 1 | Collecting cash, checks, etc. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 2 | Reconciling cash, checks, etc. to receipts. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 3 | Preparing deposits. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 4 | Preparing Journal Entries. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 5 | Verifying deposits posted correctly in the Finance System. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 6 | Adequacy of physical safeguards. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 7 | Transporting deposits to Student Financial Services. | UH Police | Asst Bus Admin-Fin (Isaac Davis) |
| 8 | Ensuring deposits are made timely. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 9 | Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 10 | Updating Cash Handling Procedures as needed. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 11 | Distribution of Cash Handling Procedures to employees who handle cash. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 12 | Consistent and efficient responses to inquiries. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 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 |
| LONG DISTANCE / CELL PHONE CHARGES | | | |
| 1 | Forwarding employees their long distance and cell phone charge reports for verification. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 2 | Ensuring employees review their long distance and/or cell phone charge reports. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| 3 | Ensuring personal calls are reimbursed within 10 days from the billing date. | Prog Coord 2 (vacant) | Asst Bus Admin-Fin (Isaac Davis) |
| CONTRACT ADMINISTRATION | | | |
| 1 | Ensuring departmental personnel comply with contract administration policies/procedures. | Prog Coord 2 (vacant) | Exec Director, College Business Operations (Andrea Short) |
| PROPERTY MANAGEMENT | | | |
| 1 | Performing the annual inventory. | Prog Coord 2 (vacant) | CLASS Information Technology |
| 2 | Ensuring the annual inventory was completed correctly. | Prog Coord 2 (vacant) | CLASS Information Technology |
| 3 | Tagging equipment. | Prog Coord 2 (vacant) | CLASS Information Technology |
| 4 | Approving requests for removal of equipment from campus. | Prog Coord 2 (vacant) | CLASS Information Technology |

| | | Responsible Person(s) (Name/Title) | |
|---|---|---|---|
| **Description of Responsibility** | | **Primary (Required)** | **Secondary (Optional)** |
| DISCLOSURE FORMS | | | |
| 1 | Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. | Prog Coord 2 (vacant) | Coll Business Admin (Mary Duncan) |
| 2 | Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online. | Prog Coord 2 (vacant) | Coll Business Admin (Mary Duncan) |
| 3 | Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research. | Prog Coord 2 (vacant) | Coll Business Admin (Mary Duncan) |
| ACCOUNTS RECEIVABLE | | | |
| 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 |
| NEGATIVE BALANCES | | | |
| 1 | Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. | Prog Coord 2 (vacant) | Exec Director, College Business Operations (Andrea Short) |
| 2 | Ensuring that research expenditures are covered by funds from sponsors. | Prog Coord 2 (vacant) | Exec Director, College Business Operations (Andrea Short) |
| DEPARTMENTAL COMPUTING | | | |
| 1 | Management of the departments' information technology resources. | Prog Coord 2 (vacant) | CLASS Information Technology |
| 2 | Ensuring that critical data back up occurs. | Prog Coord 2 (vacant) | CLASS Information Technology |
| 3 | Ensuring that procedures such as password controls are followed. | Prog Coord 2 (vacant) | CLASS Information Technology |
| 4 | Reporting of suspected security violations. | Prog Coord 2 (vacant) | CLASS Information Technology |