

FY 2013

DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Andrea Short (Exec Dir, College Business Operations)
2	Updating the Baseline Standards Form.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Andrea Short (Exec Dir, College Business Operations)
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Andrea Short (Exec Dir, College Business Operations)
2	Reviewing cost center verifications.	Isaac Davis (Asst. College Business Administrator-Finance)	Andrea Short (Exec Dir, College Business Operations)
3	Approving cost center verifications.	Jim Granato (Director)	Andrea Short (Exec Dir, College Business Operations)
4	Ensuring all cost centers are verified/approved on a timely basis.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Andrea Short (Exec Dir, College Business Operations)
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Isaac Davis (Asst. College Business Administrator-Finance)
2	Ensuring the validity of travel and expense reimbursements.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Isaac Davis (Asst. College Business Administrator-Finance)
3	Ensuring that goods and services are received and that timely payment is made.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Isaac Davis (Asst. College Business Administrator-Finance)
4	Ensuring correct account coding on purchases documents.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Isaac Davis (Asst. College Business Administrator-Finance)
5	Primary contact for inquiries to expenditure transactions.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Isaac Davis (Asst. College Business Administrator-Finance)
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Mary J. Duncan (College Business Administrator)
2	Reconciling bi-weekly leave accruals to the HR System.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Mary J. Duncan (College Business Administrator)
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Mary J. Duncan (College Business Administrator)
4	Ensuring all monthly leave is recorded and approved in the HR System.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Mary J. Duncan (College Business Administrator)
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Mary J. Duncan (College Business Administrator)
6	Completing termination clearance procedures.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Mary J. Duncan (College Business Administrator)
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Mary J. Duncan (College Business Administrator)
8	Paycheck distribution.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Mary J. Duncan (College Business Administrator)
9	Maintaining departmental Personnel files.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Mary J. Duncan (College Business Administrator)
10	Ensuring valid authorization of new hires.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Mary J. Duncan (College Business Administrator)
11	Ensuring valid authorization of changes in compensation rates.	Andrea Short (Exec Dir, College Business Operations)	Mary J. Duncan (College Business Administrator)
12	Ensuring the accurate input of changes to the HR System.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Mary J. Duncan (College Business Administrator)
13	Propriety of leave account classification on time records.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Mary J. Duncan (College Business Administrator)
14	Consistent and efficient responses to inquiries.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Mary J. Duncan (College Business Administrator)
CASH HANDLING			
1	Collecting cash, checks, etc.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Isaac Davis (Asst. College Business Administrator-Finance)
2	Reconciling cash, checks, etc. to receipts.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Isaac Davis (Asst. College Business Administrator-Finance)
3	Preparing deposits.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Isaac Davis (Asst. College Business Administrator-Finance)
4	Preparing Journal Entries.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Isaac Davis (Asst. College Business Administrator-Finance)
5	Verifying deposits posted correctly in the Finance System.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Isaac Davis (Asst. College Business Administrator-Finance)
6	Adequacy of physical safeguards.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Isaac Davis (Asst. College Business Administrator-Finance)

Description of Responsibility

Hobby Center for Public Policy

Responsible Person(s) (Name/Title)

Baseline Standards

Primary (Required) Secondary (Optional)

FY 2013

7	Transporting deposits to Student Financial Services.	UH Police Dept	
8	Ensuring deposits are made timely.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Isaac Davis (Asst. College Business Administrator-Finance)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Isaac Davis (Asst. College Business Administrator-Finance)
10	Updating Cash Handling Procedures as needed.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Isaac Davis (Asst. College Business Administrator-Finance)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Isaac Davis (Asst. College Business Administrator-Finance)
12	Consistent and efficient responses to inquiries.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Isaac Davis (Asst. College Business Administrator-Finance)
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Andrea Short (Exec Dir, College Business Operations)
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Andrea Short (Exec Dir, College Business Operations)
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Andrea Short (Exec Dir, College Business Operations)	Lauren Neely (Research Development Administrator)
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Isaac Davis (Asst. College Business Administrator-Finance)
2	Ensuring the annual inventory was completed correctly.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Andrea Short (Exec Dir, College Business Operations)
3	Tagging equipment.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Isaac Davis (Asst. College Business Administrator-Finance)
4	Approving requests for removal of equipment from campus.	Jim Granato (Director)	Andrea Short (Exec Dir, College Business Operations)
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Renee Cross, (Assoc Director)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Renee Cross, (Assoc Director)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Renee Cross, (Assoc Director)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Asst VP, Academic Operations	Exec Dir, Acad Budgets & Admin
2	Billing.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Andrea Short (Exec Dir, College Business Operations)
3	Collection.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Andrea Short (Exec Dir, College Business Operations)
4	Recording.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Andrea Short (Exec Dir, College Business Operations)
5	Monitoring credit extended.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Andrea Short (Exec Dir, College Business Operations)
6	Approving write-offs.	Asst VP, Academic Operations	Exec Dir, Acad Budgets & Admin
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Jim Granato (Director)
2	Ensuring that research expenditures are covered by funds from sponsors.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Jim Granato (Director)
DEPARTMENTAL COMPUTING			

Description of Responsibility

Hobby Center for Public Policy
Baseline StandardsResponsible Person(s) (Name/Title)
Primary (Required) Secondary (Optional)

FY 2013

1	Management of the departments' information technology resources.	Renee Cross, (Assoc Director)	Zewuze Ladzekpo (Assistant Business Administrator (ABA))
2	Ensuring that critical data back up occurs.	CLASS, College Information Systems	Zewuze Ladzekpo (Assistant Business Administrator (ABA))
3	Ensuring that procedures such as password controls are followed.	CLASS, College Information Systems	Zewuze Ladzekpo (Assistant Business Administrator (ABA))
4	Reporting of suspected security violations.	CLASS, College Information Systems	Zewuze Ladzekpo (Assistant Business Administrator (ABA))