## Liberal Arts and Social Sciences Dean's Office Baseline Standards FY 2014

Asst CBA Finance (Isaac Davis)     (Mary Duncan)       2     Reviewing cost center verifications.     Asst CBA Finance (Isaac Davis)     College Business Administrat (Mary Duncan)       3     Approving cost center verifications.     Exec. Director College Business Administrat (Derations (Andrea Short)     College Business Administrat (Mary Duncan)       4     Ensuring all cost centers are verified/approved on a timely basis.     Asst CBA Finance (Isaac Davis)     Operations (Andrea Short)       7     Ensuring valid authorization of purchase documents.     Asst CBA Finance (Isaac Davis)     Operations (Andrea Short)       2     Ensuring the validity of travel and expense reimbursements.     Asst CBA Finance (Isaac Davis)     Operations (Andrea Short)       3     Ensuring that goods and services are received and that timely payment is made.     Asst CBA Finance (Isaac Davis)     Operations (Andrea Short)       4     Ensuring correct account coding on purchases documents.     Asst CBA Finance (Isaac Davis)     Operations (Andrea Short)       5     Primary contact for inquiries to expenditure transactions.     Asst CBA Finance (Isaac Davis)     College Business Administrat (Mary Duncan)       2     Reconciling pin-weekly leave requests to time and effort reports.     Financial Asst II (Brenda (Mary Duncan)     College Business Administrator (Mary Duncan)			-	on(s) (Name/Title)
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(Mary Duncan) Operations (Andrea Short				
	14	Consistent and efficient responses to inquiries.	•	
CASH HANDLING			(Mary Duncan)	Operations (Andrea Short
	CASH	HANDLING		

## Liberal Arts and Social Sciences Dean's Office Baseline Standards FY 2014

			on(s) (Name/Title)
_	otion of Responsibility	Primary (Required)	Secondary (Optional)
1	Collecting cash, checks, etc.	Administrative Coord (Cathy	
		Medina)	Asst CBA Finance (Isaac Davis)
2	Reconciling cash, checks, etc. to receipts.	Asst CBA Finance (Isaac Davis)	
3	Preparing deposits.	Asst CBA Finance (Isaac Davis)	Administrative Coord (Cathy
			Medina)
4	Preparing Journal Entries.	Asst CBA Finance (Isaac Davis)	College Business Administrator (Mary Duncan)
5	Verifying deposits posted correctly in the Finance System.	Asst CBA Finance (Isaac Davis)	
6	Adequacy of physical safeguards.	College Business Administrator (Mary Duncan)	Asst CBA Finance (Isaac Davis)
7	Transporting deposits to Student Financial Services.	UH Police	Asst CDA Finance (Isaac Davis)
/	Transporting deposits to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Asst CBA Finance (Isaac Davis)	College Business Administrator (Mary Duncan)
	Ensuring all employees who handle cash have completed Cash	College Business Administrator	
	Security Procedures or Cash Deposit and Security Procedures	(Mary Duncan)	
9	training.		Asst CBA Finance (Isaac Davis)
	Updating Cash Handling Procedures as needed.	Asst CBA Finance (Isaac Davis)	Exec. Director College Business
10		``````````````````````````````````````	Operations (Andrea Short
11	Distribution of Cash Handling Procedures to employees who handle cash.	Asst CBA Finance (Isaac Davis)	
11	Consistent and efficient responses to inquiries.	Asst CBA Finance (Isaac Davis)	College Business Administrator
12	Consistent and ernetent responses to inquines.	(Isaac Davis)	(Mary Duncan)
	CASH		(Wary Duncar)
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		
1	Manager review of long distance charges for unusual activity.	Administrative Coord (Cathy Medina)	Asst CBA Finance (Isaac Davis)
2	Ensuring personal calls are reimbursed within 10 days from the	Administrative Coord (Cathy	
<u></u>	billing date. RACT ADMINISTRATION	Medina)	Asst CBA Finance (Isaac Davis)
1 1 1 1 1			
CONTI			
LONTE 1	Ensuring departmental personnel comply with contract	Exec. Director College Business	
1	administration policies/procedures.	Exec. Director College Business Operations (Andrea Short	Asst CBA Finance (Isaac Davis
1			Asst CBA Finance (Isaac Davis)
1	administration policies/procedures. RTY MANAGEMENT	Operations (Andrea Short	Asst CBA Finance (Isaac Davis)
1 PROPE	administration policies/procedures.		
1 PROPE	administration policies/procedures. RTY MANAGEMENT	Operations (Andrea Short College/Division IT Manager	Exec. Director College Business
1 PROPE	administration policies/procedures. RTY MANAGEMENT Performing the annual inventory.	Operations (Andrea Short College/Division IT Manager (Frank Houston) College/Division IT Manager	Exec. Director College Business
1 PROPE	administration policies/procedures. RTY MANAGEMENT Performing the annual inventory.	Operations (Andrea Short College/Division IT Manager (Frank Houston)	Exec. Director College Business
1 PROPE	administration policies/procedures. RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly.	Operations (Andrea Short College/Division IT Manager (Frank Houston) College/Division IT Manager (Frank Houston) College/Division IT Manager	Exec. Director College Business
1 PROPE	administration policies/procedures. RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly.	Operations (Andrea Short College/Division IT Manager (Frank Houston) College/Division IT Manager (Frank Houston) College/Division IT Manager (Frank Houston) College/Division IT Manager	Exec. Director College Business
1 PROPE	administration policies/procedures. RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly. Tagging equipment.	Operations (Andrea Short College/Division IT Manager (Frank Houston) College/Division IT Manager (Frank Houston) College/Division IT Manager (Frank Houston)	Exec. Director College Busines

## Liberal Arts and Social Sciences Dean's Office Baseline Standards FY 2014

		<b>Responsible Person(s)</b> (Name/Title)	
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
1	Ensuring all employees with purchasing influence complete the	Asst CBA Finance (Isaac Davis)	Exec. Director College Business
	annual Related Party disclosure statement online.		Operations (Andrea Short
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Asst CBA Finance (Isaac Davis)	Exec. Director College Business
	complete the Consulting disclosure statement online.		Operations (Andrea Short
3	Ensuring that all Principal and Co-Principal Investigators	Asst CBA Finance (Isaac Davis)	
	complete the annual Conflict of Interest disclosure statement for		Exec. Director College Business
	the Division of Research.		Operations (Andrea Short
ACCO	JNTS RECEIVABLE		
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGA	I FIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive	Exec. Director College Business	
	fund equity at year-end.	Operations (Andrea Short	Asst CBA Finance (Isaac Davis)
2	Ensuring that research expenditures are covered by funds from	Asst CBA Finance (Isaac Davis)	Exec. Director College Business
	sponsors.		Operations (Andrea Short
DEPAF	TMENTAL COMPUTING		
1	Management of the departments' information technology	College/Division IT Manager	Exec. Director College Business
	resources.	(Frank Houston)	Operations (Andrea Short
2	Ensuring that critical data back up occurs.	College/Division IT Manager	Exec. Director College Business
		(Frank Houston)	Operations (Andrea Short
3	Ensuring that procedures such as password controls are	College/Division IT Manager	Exec. Director College Business
	followed.	(Frank Houston)	Operations (Andrea Short
4	Reporting of suspected security violations.	College/Division IT Manager	Exec. Director College Business
		(Frank Houston)	Operations (Andrea Short