

Hobby Center for Public Policy (H0128)
Baseline Standards
FY 2017

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.	Lauren Neely, Assistant Director	Ambriance Phillips, Admin Coord
2	Updating the Baseline Standards Form.	Lauren Neely, Assistant Director	Brandon Carter, ABA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Brandon Carter, ABA	
2	Reviewing cost center verifications.	Lauren Neely, Assistant Director	
3	Approving cost center verifications.	Lauren Neely, Assistant Director	
4	Ensuring all cost centers are verified/approved on a timely basis.	Lauren Neely, Assistant Director	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Brandon Carter, ABA	Lauren Neely, Assistant Director
2	Ensuring the validity of travel and expense reimbursements.	Brandon Carter, ABA	Lauren Neely, Assistant Director
3	Ensuring that goods and services are received and that timely payment is made.	Brandon Carter, ABA	Lauren Neely, Assistant Director
4	Ensuring correct account coding on purchases documents.	Brandon Carter, ABA	Lauren Neely, Assistant Director
5	Primary contact for inquiries to expenditure transactions.	Brandon Carter, ABA	Lauren Neely, Assistant Director
PAYROLL / HUMAN RESOURCES			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Lauren Neely, Assistant Director	Ambriance Phillips, Admin Coord
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Lauren Neely, Assistant Director	Ambriance Phillips, Admin Coord
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Lauren Neely, Assistant Director	Ambriance Phillips, Admin Coord
4	Completing termination clearance procedures.	Lauren Neely, Assistant Director	Ambriance Phillips, Admin Coord
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Lauren Neely, Assistant Director	Ambriance Phillips, Admin Coord
6	Maintaining departmental Personnel files.	Lauren Neely, Assistant Director	Ambriance Phillips, Admin Coord
7	Ensuring valid authorization of new hires.	Lauren Neely, Assistant Director	Ambriance Phillips, Admin Coord
8	Ensuring valid authorization of changes in compensation rates.	Lauren Neely, Assistant Director	Ambriance Phillips, Admin Coord
9	Ensuring the accurate input of changes to the HR System.	Lauren Neely, Assistant Director	Ambriance Phillips, Admin Coord
10	Consistent and efficient responses to inquiries.	Lauren Neely, Assistant Director	Ambriance Phillips, Admin Coord

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CASH HANDLING			
1	Collecting cash, checks, etc.	Brandon Carter, ABA	Ambriance Phillips, Admin Coord
2	Reconciling cash, checks, etc. to receipts.	Brandon Carter, ABA	Ambriance Phillips, Admin Coord
3	Preparing deposits.	Brandon Carter, ABA	Ambriance Phillips, Admin Coord
4	Preparing Journal Entries.	Brandon Carter, ABA	Ambriance Phillips, Admin Coord
5	Verifying deposits posted correctly in the Finance System.	Brandon Carter, ABA	Ambriance Phillips, Admin Coord
6	Adequacy of physical safeguards of cash receipts and equivalent.	Brandon Carter, ABA	Ambriance Phillips, Admin Coord
7	Secure deposits via UHDPS to Student Financial Services.	Brandon Carter, ABA	Ambriance Phillips, Admin Coord
8	Ensuring deposits are made timely.	Brandon Carter, ABA	Ambriance Phillips, Admin Coord
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Lauren Neely, Assistant Director	Brandon Carter, ABA
10	Updating Cash Handling Procedures as needed.	Lauren Neely, Assistant Director	Brandon Carter, ABA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Lauren Neely, Assistant Director	Brandon Carter, ABA
12	Consistent and efficient responses to inquiries.	Brandon Carter, ABA	Lauren Neely, Assistant Director
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Lauren Neely, Assistant Director	Ambriance Phillips, Admin Coord
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Ambriance Phillips, Admin Coord	Brandon Carter, ABA
2	Ensuring the annual inventory was completed correctly.	Ambriance Phillips, Admin Coord	Brandon Carter, ABA
3	Tagging equipment.	Ambriance Phillips, Admin Coord	Brandon Carter, ABA
4	Approving requests for removal of equipment from campus.	Jim Granato, Director	Renee Cross, Associate Director
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Lauren Neely, Assistant Director	Ambriance Phillips, Admin Coord
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Lauren Neely, Assistant Director	Ambriance Phillips, Admin Coord
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Lauren Neely, Assistant Director	Ambriance Phillips, Admin Coord

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	Asst VP, Academic Operations	Exec Dir, Acad Budgets & Admin
2	Billing.	Lauren Neely, Assistant Director	Brandon Carter, ABA
3	Collection.	Lauren Neely, Assistant Director	Brandon Carter, ABA
4	Recording.	Lauren Neely, Assistant Director	Brandon Carter, ABA
5	Monitoring credit extended.	Lauren Neely, Assistant Director	Brandon Carter, ABA
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.	Lauren Neely, Assistant Director	Jim Granato, Director
2	Ensuring that research expenditures are covered by funds from sponsors.	Lauren Neely, Assistant Director	Jim Granato, Director
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Isaiah Warner, Program Mgr 2	
2	Ensuring that critical data back up occurs.	CLASS IT	
3	Ensuring that procedures such as password controls are followed.	CLASS IT	
4	Reporting of suspected security violations.	CLASS IT	