

Department of Mathematics
Baseline Standards
FY 2013

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.	Pam Muscarello, Department Business Administrator	Elyse Davis, Asst Business Admin
2	Updating the Baseline Standards Form.	Pam Muscarello, Department Business Administrator	Elyse Davis, Asst Business Admin
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Lawrencene Dourseau, Accountant 2	Elyse Davis, Asst Business Admin
2	Reviewing cost center verifications.	Pam Muscarello, Department Business Administrator	Elyse Davis, Asst Business Admin
3	Approving cost center verifications.	Pam Muscarello, Department Business Administrator	
4	Ensuring all cost centers are verified/approved on a timely basis.	Lawrencene Dourseau, Accountant 2	Elyse Davis, Asst Business Admin
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Lanna Morris, Exec Secretary	Linda Robinson, Administrative Coordinator
2	Ensuring the validity of travel and expense reimbursements.	Linda Robinson, Administrative Coordinator	Lanna Morris, Exec Secretary
3	Ensuring that goods and services are received and that timely payment is made.	Lanna Morris, Exec Secretary	Linda Robinson, Administrative Coordinator
4	Ensuring correct account coding on purchases documents.	Lanna Morris, Exec Secretary	Linda Robinson, Administrative Coordinator
5	Primary contact for inquiries to expenditure transactions.	Lanna Morris, Exec Secretary	Linda Robinson, Administrative Coordinator
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Marcus Collins, Administrative Coordinator	Rachael Lee, Admin Coord
2	Reconciling bi-weekly leave accruals to the HR System.	Marcus Collins, Administrative Coordinator	Rachael Lee, Admin Coord
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Marcus Collins, Administrative Coordinator	Rachael Lee, Admin Coord
4	Ensuring all monthly leave is recorded and approved in the HR System.	Marcus Collins, Administrative Coordinator	Linda Espino, Exec Secretary
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Marcus Collins, Administrative Coordinator	Linda Espino, Exec Secretary
6	Completing termination clearance procedures.	Rachael Lee, Administrative Coordinator	Marcus Collins, Admin Coord
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Elyse Davis, Asst Business Admin	Lawrencene Dourseau, Acct 2
8	Paycheck distribution.	Marcus Collins, Administrative Coordinator	Rachael Lee, Admin Coord
9	Maintaining departmental Personnel files.	Rachael Lee, Administrative Coordinator	Marcus Collins, Admin Coord
10	Ensuring valid authorization of new hires.	Rachael Lee, Administrative Coordinator	Marcus Collins, Admin Coord
11	Ensuring valid authorization of changes in compensation rates.	Rachael Lee, Administrative Coordinator	Marcus Collins, Admin Coord
12	Ensuring the accurate input of changes to the HR System.	Rachael Lee, Administrative Coordinator	Marcus Collins, Admin Coord
13	Propriety of leave account classification on time records.	Marcus Collins, Administrative Coordinator	Rachael Lee, Admin Coord
14	Consistent and efficient responses to inquiries.	Marcus Collins, Administrative Coordinator	Rachael Lee, Admin Coord
CASH HANDLING			

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1 Collecting cash, checks, etc.	Lanna Morris, Exec Secretary	James Trousdale, GA
2 Reconciling cash, checks, etc. to receipts.	Lawrencene Dourseau, Accountant 2	Elyse Davis, Asst Business Admin
3 Preparing deposits.	Lanna Morris, Exec Secretary	Linda Robinson, Administrative Coordinator
4 Preparing Journal Entries.	Lanna Morris, Exec Secretary	Linda Robinson, Administrative Coordinator
5 Verifying deposits posted correctly in the Finance System.	Lawrencene Dourseau, Accountant 2	Elyse Davis, Asst Business Admin
6 Adequacy of physical safeguards.	Pam Muscarello, Department Business Administrator	Linda Robinson, Admin Coord
7 Transporting deposits to Student Financial Services.	UH POLICE DEPT	
8 Ensuring deposits are made timely.	Lanna Morris, Exec Secretary	Linda Robinson, Administrative Coordinator
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Linda Espino, Exec Secretary	Pam Muscarello, DBA
10 Updating Cash Handling Procedures as needed.	Pam Muscarello, Department Business Administrator	Lanna Morris, Exec Secretary
11 Distribution of Cash Handling Procedures to employees who handle cash.	Pam Muscarello, Department Business Administrator	Lanna Morris, Exec Secretary
12 Consistent and efficient responses to inquiries.	Lanna Morris, Exec Secretary	Pam Muscarello, DBA
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.	Lawrencene Dourseau, Accountant 2	Pam Muscarello, DBA
2 Ensuring personal calls are reimbursed within 10 days from the billing date.	Pam Muscarello, DBA	Lanna Morris, Exec Secretary
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Colin Butler, Office Coord	Pam Muscarello, DBA
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Linda Espino, Exec Secretary	Pam Muscarello, DBA
2 Ensuring the annual inventory was completed correctly.	Linda Espino, Exec Secretary	Pam Muscarello, DBA
3 Tagging equipment.	Linda Espino, Exec Secretary	Pam Muscarello, DBA
4 Approving requests for removal of equipment from campus.	Linda Espino, Exec Secretary	Pam Muscarello, DBA
DISCLOSURE FORMS		

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Linda Espino, Exec Secretary	Pam Muscarello, DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Linda Espino, Exec Secretary	Pam Muscarello, DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Linda Espino, Exec Secretary	Pam Muscarello, DBA
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Pam Muscarello, DBA	
2	Billing.	Colin Butler, Office Coord	
3	Collection.	Lanna Morris, Exec Secretary	
4	Recording.	Lanna Morris, Exec Secretary	
5	Monitoring credit extended.	Pam Muscarello, DBA	
6	Approving write-offs.	Pam Muscarello, DBA as a first approver	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Pam Muscarello, Department Business Administrator	Elyse Davis, Asst Business Admin
2	Ensuring that research expenditures are covered by funds from sponsors.	Elyse Davis, Asst Business Admin	Pam Muscarello, DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Jason Tibbitts, Math: Jatindera Walia, CASA	David Branda Math, Jin Chen CASA
2	Ensuring that critical data back up occurs.	Jason Tibbitts, Math: Jatindera Walia, CASA	David Branda Math, Jin Chen CASA
3	Ensuring that procedures such as password controls are followed.	Jason Tibbitts, Math: Jatindera Walia, CASA	David Branda Math, Jin Chen CASA
4	Reporting of suspected security violations.	Jason Tibbitts, Math: Jatindera Walia, CASA	David Branda Math, Jin Chen CASA