

College of Natural Science and 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.	Fred McGhee, Director	
2	Updating the Baseline Standards Form.	Fred McGhee, Director	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Debbie Loya, Financial Manager	Fred McGhee, Director
2	Reviewing cost center verifications.	LaSaundra Cotright, College Administrator	Fred McGhee, Director
3	Approving cost center verifications.	LaSaundra Cotright, College Administrator	Fred McGhee, Director
4	Ensuring all cost centers are verified/approved on a timely basis.	LaSaundra Cotright, College Administrator	Fred McGhee, Director
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	LaSaundra Cotright, College Administrator	
2	Ensuring the validity of travel and expense reimbursements.	LaSaundra Cotright, College Administrator	
3	Ensuring that goods and services are received and that timely payment is made.	LaSaundra Cotright, College Administrator	
4	Ensuring correct account coding on purchases documents.	LaSaundra Cotright, College Administrator	
5	Primary contact for inquiries to expenditure transactions.	LaSaundra Cotright, College Administrator	
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Mandisa Oliver, Financial Coord	
2	Reconciling bi-weekly leave accruals to the HR System.	Mandisa Oliver, Financial Coord	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Mandisa Oliver, Financial Coord	
4	Ensuring all monthly leave is recorded and approved in the HR System.	Mandisa Oliver, Financial Coord	
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Mandisa Oliver, Financial Coord	
6	Completing termination clearance procedures.	Mandisa Oliver, Financial Coord	Debbie Loya, Financial Manager
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Mandisa Oliver, Financial Coord	
8	Paycheck distribution.	Mandisa Oliver, Financial Coord	Debbie Loya, Financial Manager
9	Maintaining departmental Personnel files.	Mandisa Oliver, Financial Coord	
10	Ensuring valid authorization of new hires.	Mandisa Oliver, Financial Coord	Debbie Loya, Financial Manager
11	Ensuring valid authorization of changes in compensation rates.	Mandisa Oliver, Financial Coord	
12	Ensuring the accurate input of changes to the HR System.	Mandisa Oliver, Financial Coord	
13	Propriety of leave account classification on time records.	Mandisa Oliver, Financial Coord	
14	Consistent and efficient responses to inquiries.	Mandisa Oliver, Financial Coord	
CASH HANDLING			

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1	Collecting cash, checks, etc.	Mandisa Oliver, Financial Coord	
2	Reconciling cash, checks, etc. to receipts.	Mandisa Oliver, Financial Coord	
3	Preparing deposits.	Mandisa Oliver, Financial Coord	
4	Preparing Journal Entries.	Mandisa Oliver, Financial Coord	
5	Verifying deposits posted correctly in the Finance System.	Debbie Loya, Financial Manager	
6	Adequacy of physical safeguards.	Mandisa Oliver, Financial Coord	
7	Transporting deposits to Student Financial Services.	UH Police Department	
8	Ensuring deposits are made timely.	Mandisa Oliver, Financial Coord	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Mandisa Oliver, Financial Coord	LaSaundra Cotright, College Administrator
10	Updating Cash Handling Procedures as needed.	LaSaundra Cotright	Fred McGhee, Director
11	Distribution of Cash Handling Procedures to employees who handle cash.	LaSaundra Cotright	
12	Consistent and efficient responses to inquiries.	LaSaundra Cotright	
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.	LaSaundra Cotright, College Administrator	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Natalie Wilmore, Office Asst	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	LaSaundra Cotright, College Administrator	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Mandisa Oliver, Financial Coord	Chris Muscarello
2	Ensuring the annual inventory was completed correctly.	Mandisa Oliver, Financial Coord	Chris Muscarello
3	Tagging equipment.	Mandisa Oliver, Financial Coord	Chris Muscarello
4	Approving requests for removal of equipment from campus.	Mandisa Oliver, Financial Coord	Chris Muscarello
DISCLOSURE FORMS			

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	LaSaundra Cotright, College Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	LaSaundra Cotright, College Administrator	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Ben Mull, Research Administrator	LaSaundra Cotright, College Administrator
ACCOUNTS 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	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Fred McGhee, Director	
2	Ensuring that research expenditures are covered by funds from sponsors.	Fred McGhee, Director	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Gosfrey Guterrez, System Admin	Salvador Baez-Franceschi, College IT Mgr
2	Ensuring that critical data back up occurs.	Gosfrey Guterrez, System Admin	Salvador Baez-Franceschi, College IT Mgr
3	Ensuring that procedures such as password controls are followed.	Gosfrey Guterrez, System Admin	Salvador Baez-Franceschi, College IT Mgr
4	Reporting of suspected security violations.	Gosfrey Guterrez, System Admin	Salvador Baez-Franceschi, College IT Mgr