

Educational Testing Services H0222
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.	Bill Kersten, Exec. Director, PBO	Use Business Managers Survival Guide; MAPP; supplemented as
2	Updating the Baseline Standards Form.	Vanessa Torres, CBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Vivianne Do, Director, Finance & Administration	
2	Reviewing cost center verifications.	Student Workers	
3	Approving cost center verifications.	Vanessa Torres, CBA	Bill Kersten, Exec. Director, PBO
4	Ensuring all cost centers are verified/approved on a timely basis.	Vivianne Do, Director, Finance & Administration	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Vanessa Torres, CBA	
2	Ensuring the validity of travel and expense reimbursements.	Vanessa Torres, CBA	
3	Ensuring that goods and services are received and that timely payment is made.	Sandra Marino, Financial Coordinator	Vanessa Torres, CBA
4	Ensuring correct account coding on purchases documents.	Vanessa Torres, CBA	
5	Primary contact for inquiries to expenditure transactions.	Sandra Marino, Financial Coordinator	
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.	Sabrina York, DBA	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Vanessa Torres, CBA	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Sabrina York, DBA Vanessa Torres, CBA	
4	Completing termination clearance procedures.	Sandra Marino, Financial Coordinator	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Vanessa Torres, CBA	
6	Maintaining departmental Personnel files.	Sandra Marino, Financial Coordinator	
7	Ensuring valid authorization of new hires.	Vanessa Torres, CBA	
8	Ensuring valid authorization of changes in compensation rates.	Vanessa Torres, CBA	Bill Kersten, Exec. Director, PBO
9	Ensuring the accurate input of changes to the HR System.	Vanessa Torres, CBA	
10	Consistent and efficient responses to inquiries.	Sandra Marino, Financial Coordinator	

Educational Testing Services H0222
Baseline Standards
FY 2017

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Albertha Shields, Secretary 2	Sandra Marino, Financial Coordinator
2	Reconciling cash, checks, etc. to receipts.	Albertha Shields, Secretary 2	Sandra Marino, Financial Coordinator
3	Preparing deposits.	Virginia Chandler, User Support Tech	Leslie Washington, Program Coordinator 2
4	Preparing Journal Entries.	Virginia Chandler, User Support Tech	Leslie Washington, Program Coordinator 2
5	Verifying deposits posted correctly in the Finance System.	Sandra Marino, Financial Coordinator	Vanessa Torres, CBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Albertha Shields, Secretary 2	Sandra Marino, Financial Coordinator
7	Secure deposits via UHDPS to Student Financial Services.	Albertha Shields, Secretary 2	Sandra Marino, Financial Coordinator
8	Ensuring deposits are made timely.	Virginia Chandler, User Support Tech	Leslie Washington, Program Coordinator 2
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Sandra Marino, Financial Coordinator	Vanessa Torres, CBA
10	Updating Cash Handling Procedures as needed.	Sandra Marino, Financial Coordinator	Vanessa Torres, CBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Sandra Marino, Financial Coordinator	Vanessa Torres, CBA
12	Consistent and efficient responses to inquiries.	Sandra Marino, Financial Coordinator	
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.	Vanessa Torres, CBA	Bill Kersten, Exec. Director, PBO
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Patrick Daniel, Director, Educational Testing Services	
2	Ensuring the annual inventory was completed correctly.	Patrick Daniel, Director, Educational Testing Services	
3	Tagging equipment.	Patrick Daniel, Director, Educational Testing Services	
4	Approving requests for removal of equipment from campus.	Patrick Daniel, Director, Educational Testing Services	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Vanessa Torres, CBA	Bill Kersten, Exec. Director, PBO
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Vanessa Torres, CBA	Bill Kersten, Exec. Director, PBO
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Vanessa Torres, CBA	Bill Kersten, Exec. Director, PBO

Educational Testing Services H0222
Baseline Standards
FY 2017

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	Patrick Daniel, Director, Educational Testing Services	Albertha Shields, Secretary 2
3	Collection.	Albertha Shields, Secretary 2	Sandra Marino, Financial Coordinator
4	Recording.	Virginia Chandler, User Support Tech	Leslie Washington, Program Coordinator 2
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	General Accounting	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Vanessa Torres, CBA	Bill Kersten, Exec. Director, PBO
2	Ensuring that research expenditures are covered by funds from sponsors.	Division of Research	Vanessa Torres, CBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Marcus Tran, Technical Svcs	UH IT Help Desk
2	Ensuring that critical data back up occurs.	Marcus Tran, Technical Svcs	UH IT Help Desk
3	Ensuring that procedures such as password controls are followed.	UH IT Systems	
4	Reporting of suspected security violations.	Marcus Tran, Technical Svcs	UH IT Help Desk