Continuing Education H0013
Baseline Standards
FY 2019

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

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

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	Jewel Elliott, Program Coordinator 1	
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.	Chimyra McKelvey, DBA	Vanessa Torres Director, CBA
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	UH IT Executive Support	UH IT Help Desk
2	Ensuring that critical data back up occurs.	UH IT Executive Support	UH IT Help Desk
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	UH IT Executive Support	UH IT Help Desk