## Budget Office Baseline Standards FY2013

DESCRIPTION of Responsibility DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS  1 Ensuring the Departmental Policy and Procedures manual is current. 2 Updating the Baseline Standards Form. Karen James, DBA Departmental Policy and Procedures manual is current. 3 Updating the Baseline Standards Form. Karen James, DBA Departmental Policy and Procedures manual is current. Karen James, DBA Departmental Policy and Procedures manual is current. Karen James, DBA Departmental Policy and Procedures manual is current.  Karen James, DBA Departmental Policy and Procedures manual is Carent James, DBA Department Preparing Cost center Verifications.  I Preparing cost center verifications.  Approving cost center verifications. Department Preparing Cost center verifications.  Approving cost center verifications.  Approving cost center verifications.  Approving all cost centers are verified/approved on a timely basis.  Karen James, DBA Department Preparing Valid authorization of purchase documents.  Karen James, DBA Department Preparing Valid authorization of purchase documents.  Karen James, DBA Department Preparing Cost Center Verifications.  Karen James, DBA Department Preparing Valid Admin Department Is made.  Ensuring that goods and services are received and that timely payment is made.  Ensuring correct account coding on purchases documents. Department Prepared by Primary Contact for inquiries to expenditure transactions.  Karen James, DBA Department Department Department Prepared Depart				son(s) (Name/Title)
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Karen James, DBA Director	13	Propriety of leave account classification on time records.	Karen James, DBA	
	14	Consistent and efficient responses to inquiries.	Karen James, DBA	_
	CASH	HANDLING		

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## Budget Office Baseline Standards FY2013

			on(s) (Name/Title)
	tion of Responsibility	Primary (Required)	Secondary (Optional)
1	Collecting cash, checks, etc.	Karen James, DBA	Jennie De Los Reyes, Asst Bus Admin
2	Reconciling cash, checks, etc. to receipts.	Karen James, DBA	Jennie De Los Reyes, Asst Bus Admin
3	Preparing deposits.	Karen James, DBA	Jennie De Los Reyes, Asst Bus Admin
4	Preparing Journal Entries.	Karen James, DBA	Jennie De Los Reyes, Asst Bus Admin
5	Verifying deposits posted correctly in the Finance System.	Karen James, DBA	Jennie De Los Reyes, Asst Bus Admin
6	Adequacy of physical safeguards.	All staff	
7	Transporting deposits to Student Financial Services.	UH Police (DPS)	
8	Ensuring deposits are made timely.	Karen James, DBA	Jennie De Los Reyes, Asst Bus Admin
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Karen James, DBA	Jennie De Los Reyes, Asst Bus Admin
10	Updating Cash Handling Procedures as needed.	Karen James, DBA	Jennie De Los Reyes, Asst Bus Admin
11	Distribution of Cash Handling Procedures to employees who handle cash.	Karen James, DBA	Jennie De Los Reyes, Asst Bus Admin
12	Consistent and efficient responses to inquiries.	Karen James, DBA	Jennie De Los Reyes, Asst Bus Admin
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 1	DISTANCE / CELL PHONE CHARGES		
1	Forwarding employees their long distance and cell phone charge reports for verification.	Karen James, DBA	Jennie De Los Reyes, Asst Bus Admin
2	Ensuring employees review their long distance and/or cell phone charge reports.	Karen James, DBA	Jennie De Los Reyes, Asst Bus Admin
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Karen James, DBA	Jennie De Los Reyes, Asst Bus Admin
CONTR	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Jennie De Los Reyes, Asst Bus Admin	Luisa Gallegos, Financial Coord.
PROPE	RTY MANAGEMENT	-	
1	Performing the annual inventory.	Karen James, DBA	Margie Hattenbach, Exec. Director
2	Ensuring the annual inventory was completed correctly.	Karen James, DBA	Margie Hattenbach, Exec. Director
3	Tagging equipment.	Karen James, DBA	Margie Hattenbach, Exec. Director
4	Approving requests for removal of equipment from campus.	Margie Hattenbach, Exec. Director	
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## Budget Office Baseline Standards FY2013

		Responsible Person(s) (Name/Title)	
	otion of Responsibility	Primary (Required)	Secondary (Optional)
DISCL	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Karen James, DBA	Margie Hattenbach, Exec. Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Karen James, DBA	Margie Hattenbach, Exec. Director
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	
ACCOU	UNTS 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	
NEGAT	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Karen James, DBA	Jennie De Los Reyes, Asst Bus Admin
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPAR	TMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Ed Jones, User Services Spec 3; Patrick McNeil, User Services Spec 3	UIT
2	Ensuring that critical data back up occurs.	Ed Jones, User Services Spec 3; Patrick McNeil, User Services	UIT
3	Ensuring that procedures such as password controls are followed.	Ed Jones, User Services Spec 3; Patrick McNeil, User Services	UIT
4	Reporting of suspected security violations.	All Staff	

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