

Small Business Development Center
Baseline Standards
FY2013

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
UPDATED for SBDC 8/8/2012 S. Rhodes			
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	<i>Sue Rhodes, Asst. Region Director</i>	
2	Updating the Baseline Standards Form.	<i>Sue Rhodes, Asst. Region Director</i>	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	<i>Mae Hurst, Financial Analyst 2</i>	
2	Reviewing cost center verifications.	<i>Sue Rhodes, Asst. Region Director</i>	
3	Approving cost center verifications.	<i>Mike Young, Executive Director</i>	
4	Ensuring all cost centers are verified/approved on a timely basis.	<i>Sue Rhodes, Asst. Region Director, then Sara Brown, College Bus. Admin.</i>	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	<i>Randy Burnaman, Depart. Business Admin.</i>	<i>Sue Rhodes, Asst. Region Director</i>
2	Ensuring the validity of travel and expense reimbursements.	<i>Randy Burnaman, Depart. Business Admin.</i>	<i>Sue Rhodes, Asst. Region Director</i>
3	Ensuring that goods and services are received and that timely payment is made.	<i>Randy Burnaman, Depart. Business Admin.</i>	<i>Sue Rhodes, Asst. Region Director</i>
4	Ensuring correct account coding on purchases documents.	<i>Randy Burnaman, Depart. Business Admin.</i>	
5	Primary contact for inquiries to expenditure transactions.	<i>Randy Burnaman, Depart. Business Admin.</i>	
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	<i>Randy Burnaman, Depart. Business Admin.</i>	
2	Reconciling bi-weekly leave accruals to the HR System.	<i>Randy Burnaman, Depart. Business Admin.</i>	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	<i>Randy Burnaman, Depart. Business Admin. Approves leave in PS</i>	<i>Mae Hurst, Financial Analyst 2</i>
4	Ensuring all monthly leave is recorded and approved in the HR System.	<i>Randy Burnaman, Depart. Business Admin.</i>	
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	<i>Randy Burnaman, Depart. Business Admin.</i>	
6	Completing termination clearance procedures.	<i>Randy Burnaman, Depart. Business Admin.</i>	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	<i>Mae Hurst, Financial Analyst 2</i>	
8	Paycheck distribution.	<i>Randy Burnaman, Depart. Business Admin.</i>	
9	Maintaining departmental Personnel files.	<i>Randy Burnaman, Depart. Business Admin.</i>	
10	Ensuring valid authorization of new hires.	<i>Randy Burnaman, Depart. Business Admin.</i>	
11	Ensuring valid authorization of changes in compensation rates.	<i>Randy Burnaman, Depart. Business Admin.</i>	<i>Sue Rhodes, Asst. Region Director</i>
12	Ensuring the accurate input of changes to the HR System.	<i>Randy Burnaman, Depart. Business Admin.</i>	
13	Propriety of leave account classification on time records.	<i>Randy Burnaman, Depart. Business Admin.</i>	
14	Consistent and efficient responses to inquiries.	<i>Randy Burnaman, Depart. Business Admin.</i>	
CASH HANDLING			

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1	Collecting cash, checks, etc.	<i>Various individuals - all complete Cash Handling Training</i>	
2	Reconciling cash, checks, etc. to receipts.	<i>Randy Burnaman, Asst. Dir., Fin/ Op</i>	
3	Preparing deposits.	<i>Anna Suarez, Office Assistant 2</i>	<i>Jessica Rodriguez, Office Assistant 2</i>
4	Preparing Journal Entries.	<i>Anna Suarez, Office Assistant 2</i>	<i>Jessica Rodriguez, Office Assistant 2</i>
5	Verifying deposits posted correctly in the Finance System.	<i>Mae Hurst, Financial Analyst 2</i>	
6	Adequacy of physical safeguards.	<i>Sue Rhodes, Asst. Region Director</i>	
7	Transporting deposits to Student Financial Services.	<i>Anna Suarez, Office Assistant 2 - Cash deposits made at BOA on premises</i>	<i>Bernadette Pittman, Fin. Coord. 1</i>
8	Ensuring deposits are made timely.	<i>Randy Burnaman, Depart. Business Admin.</i>	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	<i>Randy Burnaman, Depart. Business Admin.</i>	
10	Updating Cash Handling Procedures as needed.	<i>Sue Rhodes, Asst. Region Director</i>	<i>Randy Burnaman, Asst. Dir., Fin/ Op</i>
11	Distribution of Cash Handling Procedures to employees who handle cash.	<i>Randy Burnaman, Depart. Business Admin.</i>	
12	Consistent and efficient responses to inquiries.	<i>Sue Rhodes, Asst. Region Director</i>	
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.	<i>Randy Burnaman, Depart. Business Admin.</i>	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	<i>Randy Burnaman, Depart. Business Admin.</i>	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	<i>Randy Burnaman, Depart. Business Admin., then Sue Rhodes, Asst. Region Director</i>	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	<i>Catherine Connors, Mngr, College/ Div Info Services 2.</i>	
2	Ensuring the annual inventory was completed correctly.	<i>Sue Rhodes, Asst. Region Director</i>	
3	Tagging equipment.	<i>Catherine Connors, Mngr, College/ Div Info Services 2 and UH Prop. Mgmt</i>	
4	Approving requests for removal of equipment from campus.	<i>Sue Rhodes, Asst. Region Director or Mike Young, Exec. Dir.</i>	
DISCLOSURE FORMS			

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	<i>Randy Burnaman, Depart. Business Admin.</i>	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	<i>Randy Burnaman, Depart. Business Admin.</i>	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	<i>Sue Rhodes, Asst. Region Director</i>	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	<i>Mike Young, Executive Director</i>	<i>Sue Rhodes, Asst. Region Director</i>
2	Billing.	<i>Mae Hurst, Financial Analyst 2</i>	<i>Sue Rhodes, Asst. Region Director</i>
3	Collection.	<i>Mae Hurst, Financial Analyst 2 for follow-up collections, but not cash receipts</i>	<i>Sue Rhodes, Asst. Region Director</i>
4	Recording.	<i>Various individuals - who receive cash and who have CH training</i>	<i>Sue Rhodes, Asst. Region Director</i>
5	Monitoring credit extended.	<i>Mike Young, Executive Director</i>	<i>Sue Rhodes, Asst. Region Director</i>
6	Approving write-offs.	<i>Mike Young, Executive Director</i>	<i>Sue Rhodes, Asst. Region Director</i>
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	<i>Sue Rhodes, Asst. Region Director</i>	<i>Mae Hurst, Financial Analyst 2</i>
2	Ensuring that research expenditures are covered by funds from sponsors.	<i>Sue Rhodes, Asst. Region Director</i>	<i>Mae Hurst, Financial Analyst 2</i>
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	<i>Catherine Connors, Mngr, College/ Div Info Services 2</i>	
2	Ensuring that critical data back up occurs.	<i>Catherine Connors, Mngr, College/ Div Info Services 2</i>	
3	Ensuring that procedures such as password controls are followed.	<i>Catherine Connors, Mngr, College/ Div Info Services 2</i>	
4	Reporting of suspected security violations.	<i>Catherine Connors, Mngr, College/ Div Info Services 2</i>	