

# FY13 Texas Institute for Measurement, Evaluation, & Statistics

Baseline Standards Form		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Michele Hoffman	Rhonda Stafford
2	Updating the Department Responsibility Matrix.	Michele Hoffman	Rhonda Stafford
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Adilia Vargas	Michele Hoffman
2	Reviewing cost center verifications.	Adilia Vargas	Michele Hoffman
3	Approving cost center verifications.	Michele Hoffman	Rhonda Stafford
4	Ensuring all cost centers are verified on a timely basis.	Adilia Vargas	Michele Hoffman
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Michele Hoffman	Rhonda Stafford
2	Ensuring the validity of travel and expense reimbursements.	Michele Hoffman	Rhonda Stafford
3	Ensuring that goods and services are received and that timely payment is made.	Michele Hoffman	Rhonda Stafford
4	Ensuring correct account coding on purchases documents.	Michele Hoffman	Rhonda Stafford
5	Primary contact for inquiries to expenditure transactions.	Michele Hoffman	Rhonda Stafford
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Reconciling leave records to time and effort reports.	Sandra Seimens	Michele Hoffman
2	Reconciling leave accruals to the payroll system.	Sandra Seimens	Michele Hoffman
3	Ensuring all time and effort reports are submitted to Payroll.	Sandra Seimens	Michele Hoffman
4	Reconciling time and effort reports to check registers.	Sandra Seimens	Michele Hoffman
5	Completing termination clearance procedures.	Sandra Seimens	Michele Hoffman
6	Ensuring terminated employees are no longer charged to departmental cost centers.	Sandra Seimens	Michele Hoffman
7	Paycheck distribution.	Sandra Seimens	Michele Hoffman
8	Maintaining departmental Personnel files	Sandra Seimens	Michele Hoffman
9	Ensuring valid authorization of new hires.	Sandra Seimens	Michele Hoffman
10	Ensuring valid authorization of changes in compensation rates.	Sandra Seimens	Michele Hoffman
11	Ensuring the accurate input of changes to the payroll system.	Sandra Seimens	Michele Hoffman
12	Propriety of leave account classification on time records.	Sandra Seimens	Michele Hoffman
13	Consistent and efficient responses to inquiries.	Sandra Seimens	Michele Hoffman
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Sandra Semiens	Michele Hoffman
2	Reconciling cash, checks, etc. to receipts.	Blair Stauffer	Michele Hoffman
3	Preparing deposits.	Blair Stauffer	Michele Hoffman
4	Preparing Journal Entries.	Blair Stauffer	Michele Hoffman
5	Verifying deposits to the financial system.	Adilia Vargas	Michele Hoffman
6	Adequacy of physical safeguards.	Blair Stauffer	Michele Hoffman
7	Transporting deposits to Student Financial Services.	UH Police	UH Police
8	Ensuring deposits are made timely.	Blair Stauffer	Michele Hoffman
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	Michele Hoffman	Rhonda Stafford
10	Consistent and efficient responses to inquiries.	Blair Stauffer	Michele Hoffman
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	n/a	n/a

2	Ensuring petty cash disbursements are not for more than \$100.	n/a	n/a
3	Ensuring petty cash disbursements are made for only authorized purposes.	n/a	n/a
4	Approving petty cash disbursements.	n/a	n/a
5	Replenishing the petty cash fund timely.	n/a	n/a
6	Ensuring the petty cash fund is balanced after each disbursement.	n/a	n/a
<b>LONG DISTANCE / CELL PHONE CHARGES</b>			
1	Forwarding employees long distance and cell phone charge reports.	Sandra Seimens	Michele Hoffman
2	Ensuring department business administrator reviewsthe department long distance and/or cell phone charge reports.	Sandra Seimens	Michele Hoffman
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Sandra Seimens	Michele Hoffman
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures	Michele Hoffman	Rhonda Stafford
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Michele Hoffman	Jeremy Alexander
2	Ensuring the annual inventory was completed correctly.	Michele Hoffman	Jeremy Alexander
3	Tagging equipment.	Michele Hoffman	Jeremy Alexander
4	Approving requests for removal of equipment from campus.	Michele Hoffman	Jeremy Alexander
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	Michele Hoffman	Rhonda Stafford
2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	Michele Hoffman	Rhonda Stafford
3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	Michele Hoffman	Rhonda Stafford
<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit.	n/a	n/a
2	Billing.	Blair Stauffer	Michele Hoffman
3	Collection.	Blair Stauffer	Michele Hoffman
4	Recording.	Blair Stauffer	Michele Hoffman
5	Monitoring credit extended.	n/a	n/a
6	Approving write-offs.	n/a	n/a
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups have positive fund equity at year-end.	Michele Hoffman	Rhonda Stafford
2	Ensuring that research expenditures are covered by funds from sponsors.	Michele Hoffman	Rhonda Stafford
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Minh Duong	Jeremy Alexander
2	Ensuring that critical data back up occurs.	Minh Duong	Jeremy Alexander
3	Ensuring that procedures such as password controls are followed.	Minh Duong	Jeremy Alexander
4	Reporting of suspected security violations.	Minh Duong	Jeremy Alexander

name/title

Jeremy Alexander - Microsystems Analyst 2

Minh Duong - Application Developer 4

Michele Hoffman - Department Business Administrator

Rhonda Stafford - DOR Division Administrator

Sandra Seimens - Financial Coordinator 2

Blair Stauffer - Financial Coordinator 1

Adilia Vargas - Financial Analyst 1

9/12/2012