

Counseling and Psychological Services
Baseline Standards
FY 2013

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.	Dr. Norma Ngo - Director	Kim Barrow-Dept Bus Admin
2	Updating the Baseline Standards Form.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
2	Reviewing cost center verifications.	Kimberly Barrow - Dept Bus Admin	Linda Garza-Dir Bus Svcs
3	Approving cost center verifications.	Dr. Norma Ngo - Director	Kim Barrow-Dept Bus Admin
4	Ensuring all cost centers are verified/approved on a timely basis.	Kimberly Barrow - Dept Bus Admin	Linda Garza-Dir Bus Svcs
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
2	Ensuring the validity of travel and expense reimbursements.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
3	Ensuring that goods and services are received and that timely payment is made.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
4	Ensuring correct account coding on purchases documents.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
5	Primary contact for inquiries to expenditure transactions.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
2	Reconciling bi-weekly leave accruals to the HR System.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
4	Ensuring all monthly leave is recorded and approved in the HR System.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
6	Completing termination clearance procedures.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
8	Paycheck distribution.	UH Treasury	
9	Maintaining departmental Personnel files.	Michelle Le - Financial Coordinator	Dr. Norma Ngo-Director
10	Ensuring valid authorization of new hires.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
11	Ensuring valid authorization of changes in compensation rates.	Kim Barrow-Dept Bus Admin	Pat Sayles-Exec Dir Bus Svcs
12	Ensuring the accurate input of changes to the HR System.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
13	Propriety of leave account classification on time records.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
14	Consistent and efficient responses to inquiries.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
CASH HANDLING			

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1 Collecting cash, checks, etc.	Tonya Winters - Office Coord., Pamlar Clarke - Office Asst.	Ashley Cannon - Exc. Secretary, Michelle Le - Financial Coord.
2 Reconciling cash, checks, etc. to receipts.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
3 Preparing deposits.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
4 Preparing Journal Entries.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
5 Verifying deposits posted correctly in the Finance System.	Tonya Winters - Office Coord	Kim Barrow-Dept Bus Admin
6 Adequacy of physical safeguards.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
7 Transporting deposits to Student Financial Services.	UH Police	
8 Ensuring deposits are made timely.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
10 Updating Cash Handling Procedures as needed.	Kim Barrow-Dept Bus Admin	Michelle Le - Financial Coordinator
11 Distribution of Cash Handling Procedures to employees who handle cash.	Kim Barrow-Dept Bus Admin	Michelle Le - Financial Coordinator
12 Consistent and efficient responses to inquiries.	Kim Barrow-Dept Bus Admin	Michelle Le - 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	
LONG DISTANCE CHARGES		
1 Manager review of long distance charges for unusual activity.	Michelle Le - Financial Coordinator	
2 Ensuring personal calls are reimbursed within 10 days from the billing date.	Michelle Le - Financial Coordinator	
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Kim Barrow-Dept Bus Admin	Linda Garza-Dir Bus Svcs
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Michelle Le - Financial Coordinator	Kim Barrow-Dept Bus Admin
2 Ensuring the annual inventory was completed correctly.	Kim Barrow-Dept Bus Admin	Dr. Norma Ngo-Director
3 Tagging equipment.	Michelle Le - Financial Coordinator	
4 Approving requests for removal of equipment from campus.	Dr. Norma Ngo - Director	
DISCLOSURE FORMS		

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Kim Barrow-Dept Bus Admin	Dr. Norma Ngo-Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Kim Barrow-Dept Bus Admin	Dr. Norma Ngo-Director
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Kim Barrow-Dept Bus Admin	Dr. Norma Ngo-Director
ACCOUNTS 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	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Kimberly Barrow - Dept Bus Admin	Dr. Norma Ngo-Director
2	Ensuring that research expenditures are covered by funds from sponsors.	Kim Barrow-Dept Bus Admin	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Lan Administrator - (Vacant - will fill)	Sam Nguyen - Lan Administraor
2	Ensuring that critical data back up occurs.	Lan Administrator - (Vacant - will fill)	Sam Nguyen - Lan Administraor
3	Ensuring that procedures such as password controls are followed.	Lan Administrator - (Vacant - will fill)	Sam Nguyen - Lan Administraor
4	Reporting of suspected security violations.	All Staff	