

Student Housing and Residential Life  
Baseline Standards  
FY 2013

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

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1 Collecting cash, checks, etc.	Alicia Whitmire, Financial Coordinator 1	Adam Leal, Department Business Administrator
2 Reconciling cash, checks, etc. to receipts.	Alicia Whitmire, Financial Coordinator 1	Adam Leal, Department Business Administrator
3 Preparing deposits.	Alicia Whitmire, Financial Coordinator 1	Adam Leal, Department Business Administrator
4 Preparing Journal Entries.	Alicia Whitmire, Financial Coordinator 1	Adam Leal, Department Business Administrator
5 Verifying deposits posted correctly in the Finance System.	Adam Leal, Department Business Administrator	Alicia Whitmire, Financial Coordinator 1
6 Adequacy of physical safeguards.	Alicia Whitmire, Financial Coordinator 1	Adam Leal, Department Business Administrator
7 Transporting deposits to Student Financial Services.	UH Police Department	
8 Ensuring deposits are made timely.	Alicia Whitmire, Financial Coordinator 1	Adam Leal, Department Business Administrator
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Alicia Whitmire, Financial Coordinator 1	Adam Leal, Department Business Administrator
10 Updating Cash Handling Procedures as needed.	Adam Leal, Department Business Administrator	Alicia Whitmire, Financial Coordinator 1
11 Distribution of Cash Handling Procedures to employees who handle cash.	Alicia Whitmire, Financial Coordinator 1	Adam Leal, Department Business Administrator
12 Consistent and efficient responses to inquiries.	Alicia Whitmire, Financial Coordinator 1	Adam Leal, Department Business Administrator
<b>PETTY CASH</b>		
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	
<b>LONG DISTANCE CHARGES</b>		
1 Manager review of long distance charges for unusual activity.	Adam Leal, Department Business Administrator	
2 Ensuring personal calls are reimbursed within 10 days from the billing date.	Adam Leal, Department Business Administrator	
<b>CONTRACT ADMINISTRATION</b>		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Adam Leal, Department Business Administrator	James Aguanno Financial Asst 2
<b>PROPERTY MANAGEMENT</b>		
1 Performing the annual inventory.	Adam Leal, Department Business Administrator	James Aguanno Financial Asst 2
2 Ensuring the annual inventory was completed correctly.	Adam Leal, Department Business Administrator	James Aguanno Financial Asst 2
3 Tagging equipment.	Adam Leal, Department Business Administrator	James Aguanno Financial Asst 2
4 Approving requests for removal of equipment from campus.	Adam Leal, Department Business Administrator	James Aguanno Financial Asst 2
<b>DISCLOSURE FORMS</b>		

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Don Yackley, Executive Director	Adam Leal, Department Business Administrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Don Yackley, Executive Director	Adam Leal, Department Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	N/A
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	Adam Leal-Dept Bus Admin / Alicia Whitmire, Fin Coord 1	
3	Collection.	Adam Leal-Dept Bus Admin / Alicia Whitmire, Fin Coord 1	
4	Recording.	Adam Leal-Dept Bus Admin / Alicia Whitmire, Fin Coord 1	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	Adam Leal, Department Business Administrator	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Adam Leal, Department Business Administrator	Don Yackley, Executive Director
2	Ensuring that research expenditures are covered by funds from sponsors.	Adam Leal, Department Business Administrator	Don Yackley, Executive Director
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Kirven McKissic-Microsystems Analyst 2	
2	Ensuring that critical data back up occurs.	Kirven McKissic-Microsystems Analyst 2	
3	Ensuring that procedures such as password controls are followed.	Kirven McKissic-Microsystems Analyst 2	
4	Reporting of suspected security violations.	All Staff	