

Hobby School of Public Affairs  
Baseline Standards  
FY 2024

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.	Betsy Roguer, Director, College Business Operations	Use Business Managers Survival Guide, MAPP, and SAM;
2	Updating the Baseline Standards Form.	Betsy Roguer, Director, College Business Operations	N/A
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Cherish Wallace and Yvette Farnum, DBAs	N/A
2	Reviewing cost center verifications.	Cherish Wallace and Yvette Farnum, DBAs	N/A
3	Approving cost center verifications.	Betsy Roguer, Director, College Business Operations	Jim Granato, Dean and other Cost Center Managers
4	Ensuring all cost centers are verified/approved on a timely basis.	Betsy Roguer, Director, College Business Operations	N/A
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Cherish Wallace and Yvette Farnum, DBAs	Betsy Roguer, Director, College Business Operations
2	Ensuring the validity of travel and expense reimbursements.	Cherish Wallace and Yvette Farnum, DBAs	Betsy Roguer, Director, College Business Operations
3	Ensuring that goods and services are received and that timely payment is made.	Cherish Wallace and Yvette Farnum, DBAs	Betsy Roguer, Director, College Business Operations
4	Ensuring correct account coding on purchases documents.	Cherish Wallace and Yvette Farnum, DBAs	Betsy Roguer, Director, College Business Operations
5	Primary contact for inquiries to expenditure transactions.	Cherish Wallace and Yvette Farnum, DBAs	Betsy Roguer, Director, College Business Operations
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Cherish Wallace, DBAs	Yvette Farnum, DBA and Betsy Roguer, Director, College Business Operations.
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Cherish Wallace, DBAs	Yvette Farnum, DBA and Betsy Roguer, Director, College Business Operations.
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Cherish Wallace, DBAs	Yvette Farnum, DBA and Betsy Roguer, Director, College Business Operations.
4	Completing termination clearance procedures.	Betsy Roguer, Director, College Business Operations	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Cherish Wallace, DBAs	Yvette Farnum, DBA and Betsy Roguer, Director, College Business Operations.
6	Maintaining departmental Personnel files.	Cherish Wallace and Yvette Farnum, DBAs	Betsy Roguer, Director, College Business Operations
7	Ensuring valid authorization of new hires.	Cherish Wallace and Yvette Farnum, DBAs	Betsy Roguer, Director, College Business Operations
8	Ensuring valid authorization of changes in compensation rates.	Cherish Wallace, DBAs	Yvette Farnum, DBA and Betsy Roguer, Director, College Business Operations.
9	Ensuring the accurate input of changes to the HR System.	Cherish Wallace, DBAs	Yvette Farnum, DBA and Betsy Roguer, Director, College Business Operations.
10	Consistent and efficient responses to inquiries.	Cherish Wallace and Yvette Farnum, DBAs	Betsy Roguer, Director, College Business Operations

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Various individuals who have completed Cash Handling	N/A
2	Reconciling cash, checks, etc. to receipts.	Cherish Wallace and Yvette Farnum, DBAs	Betsy Roguer, Director, College Business Operations
3	Preparing deposits.	Cherish Wallace and Yvette Farnum, DBAs	Betsy Roguer, Director, College Business Operations
4	Preparing Journal Entries.	Cherish Wallace and Yvette Farnum, DBAs	Betsy Roguer, Director, College Business Operations
5	Verifying deposits posted correctly in the Finance System.	Cherish Wallace and Yvette Farnum, DBAs	Betsy Roguer, Director, College Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Cherish Wallace and Yvette Farnum, DBAs	Betsy Roguer, Director, College Business Operations
7	Secure deposits via UHDPS to Student Financial Services.	Cherish Wallace and Yvette Farnum, DBAs	Betsy Roguer, Director, College Business Operations
8	Ensuring deposits are made timely.	Cherish Wallace and Yvette Farnum, DBAs	Betsy Roguer, Director, College Business Operations
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Betsy Roguer, Director, College Business Operations	
10	Updating Cash Handling Procedures as needed.	Betsy Roguer, Director, College Business Operations	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Betsy Roguer, Director, College Business Operations	
12	Consistent and efficient responses to inquiries.	Cherish Wallace and Yvette Farnum, DBAs	Betsy Roguer, Director, College Business Operations
<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>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Cherish Wallace and Yvette Farnum, DBAs	Betsy Roguer, Director, College Business Operations
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Isaiah Warner, IT Manager	
2	Ensuring the annual inventory was completed correctly.	Isaiah Warner, IT Manager	
3	Tagging equipment.	Isaiah Warner, IT Manager	
4	Approving requests for removal of equipment from campus.	Jim Granato, Dean	Betsy Roguer, Director, College Business Operations
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Betsy Roguer, Director, College Business Operations	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Betsy Roguer, Director, College Business Operations	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Betsy Roguer, Director, College Business Operations	

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Betsy Roguer, Director, College Business Operations	Cherish Wallace and Yvette Farnum, DBAs
2	Ensuring that research expenditures are covered by funds from sponsors.	Betsy Roguer, Director, College Business Operations	Cherish Wallace and Yvette Farnum, DBAs
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Isaiah Warner, IT Manager	
2	Ensuring that critical data back up occurs.	Isaiah Warner, IT Manager	UH IT
3	Ensuring that procedures such as password controls are followed.	Isaiah Warner, IT Manager	UH IT
4	Reporting of suspected security violations.	Isaiah Warner, IT Manager	UH IT