Hobby School of Public Affairs Baseline Standards FY 2024

		Responsible Person(s) (Name/Title)		
	ption of Responsibility	Primary (Required)	Secondary (Optional)	
	RTMENTAL POLICIES & PROCEDURES / BASELINE			
STANI	DARDS			
1	Ensuring the Departmental Policy and Procedures manual is	Betsy Roguer, Director, College	Use Business Managers Survival	
	current.	Business Operations	Guide, MAPP, and SAM;	
2	Updating the Baseline Standards Form.	Betsy Roguer, Director, College		
		Business Operations	N/A	
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS			
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	Jim Granato, Dean and other Cost	
		Business Operations	Center Managers	
4	Ensuring all cost centers are verified/approved on a timely	Betsy Roguer, Director, College		
<u>'</u>	basis.	Business Operations	N/A	
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Cherish Wallace and Yvette	Betsy Roguer, Director, College	
•	Zasaring valid damerization of paromass decaments.	Farnum, DBAs	Business Operations	
2	Ensuring the validity of travel and expense reimbursements.	Cherish Wallace and Yvette	Betsy Roguer, Director, College	
2	Ensuring the validity of travel and expense lemoursements.	Farnum, DBAs	Business Operations	
3	Ensuring that goods and services are received and that timely	Cherish Wallace and Yvette	Betsy Roguer, Director, College	
3	payment is made.	Farnum, DBAs	Business Operations	
4	Ensuring correct account coding on purchases documents.	Cherish Wallace and Yvette	Betsy Roguer, Director, College	
4	Ensuring correct account coding on purchases documents.	Farnum, DBAs	Business Operations	
5	Primary contact for inquiries to expenditure transactions.	Cherish Wallace and Yvette	Betsy Roguer, Director, College	
3	Triniary contact for inquiries to expenditure transactions.	Farnum, DBAs	Business Operations	
PAYRO	DLL / HUMAN RESOURCES	Farnum, DBAS	Business Operations	
1	Ensuring all bi-weekly reported time and leave are approved	Cherish Wallace, DBAs	Yvette Farnum, DBA and Betsy	
	before the deadlines set by Payroll, so that the correct hours are		Roguer, Director, College Business	
	recorded and paid on each bi-weekly paycheck.		Operations.	
2	Ensuring all monthly leave is recorded and approved before the	Cherish Wallace, DBAs	Yvette Farnum, DBA and Betsy	
l	deadlines set by Payroll.	·	Roguer, Director, College Business	
3	Reconciling approved reported time and leave (bi-weekly	Cherish Wallace, DBAs	Yvette Farnum, DBA and Betsy	
	employees) and ePARs (monthly employees) to the trial and	ĺ	Roguer, Director, College Business	
	final payroll verification reports.		Operations.	
4	Completing termination clearance procedures.	Betsy Roguer, Director, College	1	
l .		Business Operations		
5	Ensuring terminated employees are no longer charged to	Cherish Wallace, DBAs	Yvette Farnum, DBA and Betsy	
	departmental cost centers.	,	Roguer, Director, College Business	
6	Maintaining departmental Personnel files.	Cherish Wallace and Yvette	Betsy Roguer, Director, College	
	5 T	Farnum, DBAs	Business Operations	
7	Ensuring valid authorization of new hires.	Cherish Wallace and Yvette	Betsy Roguer, Director, College	
	<i>3</i> · · · · · · · · · · · · · · · · · · ·	Farnum, DBAs	Business Operations	
8	Ensuring valid authorization of changes in compensation rates.	Cherish Wallace, DBAs	Yvette Farnum, DBA and Betsy	
٥	Zaroning valid additization of changes in compensation rates.	Charles Wallace, DD/10	Roguer, Director, College Business	
9	Ensuring the accurate input of changes to the HR System.	Cherish Wallace, DBAs	Yvette Farnum, DBA and Betsy	
	Enouring the accurate input of changes to the TIX System.	Cherish wanace, DDAS	Roguer, Director, College Business	
10	Consistent and efficient responses to inquiries.	Cherish Wallace and Yvette	Betsy Roguer, Director, College	
	Consistent and efficient responses to inquiries.		Business Operations	
		Farnum, DBAs	Business Operations	

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	otion of Responsibility	Primary (Required) Secondary (Optional)	
CASH I	HANDLING		
1	Collecting cash, checks, etc.	Various individuals who have	
1	Collecting cash, checks, etc.		N/A
2	D 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	completed Cash Handling	
2	Reconciling cash, checks, etc. to receipts.	Cherish Wallace and Yvette	Betsy Roguer, Director, College
		Farnum, DBAs	Business Operations
3	Preparing deposits.	Cherish Wallace and Yvette	Betsy Roguer, Director, College
		Farnum, DBAs	Business Operations
4	Preparing Journal Entries.	Cherish Wallace and Yvette	Betsy Roguer, Director, College
		Farnum, DBAs	Business Operations
5	Verifying deposits posted correctly in the Finance System.	Cherish Wallace and Yvette	Betsy Roguer, Director, College
		Farnum, DBAs	Business Operations
6	Adequacy of physical safeguards of cash receipts and	Cherish Wallace and Yvette	Betsy Roguer, Director, College
	equivalent.	Farnum, DBAs	Business Operations
7	Secure deposits via UHDPS to Student Financial Services.	Cherish Wallace and Yvette	Betsy Roguer, Director, College
		Farnum, DBAs	Business Operations
8	Ensuring deposits are made timely.	Cherish Wallace and Yvette	Betsy Roguer, Director, College
		Farnum, DBAs	Business Operations
9	Ensuring all employees who handle cash have completed Cash	Betsy Roguer, Director, College	
	Security Procedures or Cash Deposit and Security Procedures training.	Business Operations	
10	Updating Cash Handling Procedures as needed.	Betsy Roguer, Director, College	1
10	opaaning Casii Handinig Hoccautes as necucu.	Business Operations	
11	Distribution of Cash Handling Procedures to employees who	Betsy Roguer, Director, College	1
11			
10	handle cash.	Business Operations	D (D D) (C II
12	Consistent and efficient responses to inquiries.	Cherish Wallace and Yvette	Betsy Roguer, Director, College
PETTY	CASH	Farnum, DBAs	Business Operations
	In the state of th	27/1	27/1
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	NI/A	N/A
3		N/A	IV/A
4	purposes. Approving petty cash disbursements.	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	N/A	N/A
	disbursement.		
CONTR	RACT ADMINISTRATION		
		G1 11 777 11 1777	Betsy Roguer, Director, College
1	Ensuring departmental personnel comply with contract	Cherish Wallace and Yvette	Detsy Roguet, Director, Conege
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Cherish Wallace and Yvette Farnum, DBAs	Business Operations
	administration policies/procedures.		
	administration policies/procedures.		
PROPE	administration policies/procedures. RTY MANAGEMENT Performing the annual inventory.	Farnum, DBAs Isaiah Warner, IT Manager	
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1 2 3	administration policies/procedures. RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly. Tagging equipment.	Farnum, DBAs Isaiah Warner, IT Manager Isaiah Warner, IT Manager Isaiah Warner, IT Manager	Business Operations
PROPE 1 2	administration policies/procedures. RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly.	Farnum, DBAs Isaiah Warner, IT Manager Isaiah Warner, IT Manager	
1 2 3 4	administration policies/procedures. RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly. Tagging equipment.	Farnum, DBAs Isaiah Warner, IT Manager Isaiah Warner, IT Manager Isaiah Warner, IT Manager	Business Operations Betsy Roguer, Director, College
1 2 3 4	administration policies/procedures. RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly. Tagging equipment. Approving requests for removal of equipment from campus. DSURE FORMS	Farnum, DBAs Isaiah Warner, IT Manager Isaiah Warner, IT Manager Isaiah Warner, IT Manager	Business Operations Betsy Roguer, Director, College
PROPE 1 2 3 4 DISCLO	administration policies/procedures. RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly. Tagging equipment. Approving requests for removal of equipment from campus. DSURE FORMS Ensuring all employees with purchasing influence complete the	Farnum, DBAs Isaiah Warner, IT Manager Isaiah Warner, IT Manager Isaiah Warner, IT Manager Jim Granato, Dean Betsy Roguer, Director, College	Business Operations Betsy Roguer, Director, College
PROPERTY IN THE PROPERTY IN TH	administration policies/procedures. RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly. Tagging equipment. Approving requests for removal of equipment from campus. DSURE FORMS Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Farnum, DBAs Isaiah Warner, IT Manager Isaiah Warner, IT Manager Isaiah Warner, IT Manager Jim Granato, Dean Betsy Roguer, Director, College Business Operations	Business Operations Betsy Roguer, Director, College
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1 2 3 4 DISCLO	administration policies/procedures. RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly. Tagging equipment. Approving requests for removal of equipment from campus. DSURE FORMS Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Farnum, DBAs Isaiah Warner, IT Manager Isaiah Warner, IT Manager Isaiah Warner, IT Manager Jim Granato, Dean Betsy Roguer, Director, College Business Operations Betsy Roguer, Director, College Business Operations	Business Operations Betsy Roguer, Director, College
PROPEI	administration policies/procedures. RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly. Tagging equipment. Approving requests for removal of equipment from campus. DSURE FORMS Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. Ensuring all full time, benefits eligible, exempt faculty and staff	Farnum, DBAs Isaiah Warner, IT Manager Isaiah Warner, IT Manager Isaiah Warner, IT Manager Jim Granato, Dean Betsy Roguer, Director, College Business Operations Betsy Roguer, Director, College Business Operations Betsy Roguer, Director, College Business Operations Betsy Roguer, Director, College	Business Operations Betsy Roguer, Director, College

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		Responsible Person(s) (Name/Title)		
Description of Responsibility		Primary (Required)	Secondary (Optional)	
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	
NEGA:	TIVE 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	
DEPAR	TMENTAL COMPUTING	Dusiness Operations	DDNS	
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	

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