Law Center
Baseline Standards
FY 2024

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Natashia Robinson, College Business Administrator	Jessica C. Haynes, Executive Director, College Business Operations
2	Updating the Baseline Standards Form.	Natashia Robinson, College Business Administrator	Jessica C. Haynes, Executive Director, College Business Operations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Student Workers/Temporary Workers	N/A
2	Reviewing cost center verifications.	Kaylynn Brooks, DBA Chareese Isaacs, DBA Jessica Jackman, DBA Diana Smith, ABA-Admin Vacant, DBA Jessica C. Haynes, EDCBO	N/A
3	Approving cost center verifications.	Department Heads & Cost Center Managers	N/A
4	Ensuring all cost centers are verified/approved on a timely basis.	Natashia Robinson, College Business Administrator	Jessica C. Haynes, Executive Director, College Business Operations
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Department Heads	Kaylynn Brooks, DBA Chareese Isaacs, DBA Jessica Jackman, DBA Diana Smith, ABA-Admin Vacant, DBA
2	Ensuring the validity of travel and expense reimbursements.	Department Heads	Kaylynn Brooks, DBA Chareese Isaacs, DBA Jessica Jackman, DBA Diana Smith, ABA-Admin Vacant, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Department Heads	Kaylynn Brooks, DBA Chareese Isaacs, DBA Jessica Jackman, DBA Diana Smith, ABA-Admin Vacant, DBA
4	Ensuring correct account coding on purchases documents.	Kaylynn Brooks, DBA Chareese Isaacs, DBA Jessica Jackman, DBA Diana Smith, ABA-Admin Vacant, DBA	Natashia Robinson, College Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Kaylynn Brooks, DBA Chareese Isaacs, DBA Jessica Jackman, DBA Diana Smith, ABA-Admin Vacant, DBA	Natashia Robinson, College Business Administrator

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PAYROLL / HUMAN RESOURCES			
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.	Kaylynn Brooks, DBA Chareese Isaacs, DBA Jessica Jackman, DBA Diana Smith, ABA-Admin Vacant, DBA	Natashia Robinson, College Business Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Kaylynn Brooks, DBA Chareese Isaacs, DBA Jessica Jackman, DBA Diana Smith, ABA-Admin Vacant, DBA	Natashia Robinson, College Business Administrator
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Kaylynn Brooks, DBA Chareese Isaacs, DBA Jessica Jackman, DBA Diana Smith, ABA-Admin Vacant, DBA	Natashia Robinson, College Business Administrator
4	Completing termination clearance procedures.	Kaylynn Brooks, DBA Chareese Isaacs, DBA Jessica Jackman, DBA Diana Smith, ABA-Admin Vacant, DBA	Natashia Robinson, College Business Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Kaylynn Brooks, DBA Chareese Isaacs, DBA Jessica Jackman, DBA Diana Smith, ABA-Admin Vacant, DBA	Natashia Robinson, College Business Administrator
6	Maintaining departmental Personnel files.	Kaylynn Brooks, DBA Chareese Isaacs, DBA Jessica Jackman, DBA Diana Smith, ABA-Admin Vacant, DBA	Natashia Robinson, College Business Administrator
7	Ensuring valid authorization of new hires.	Kaylynn Brooks, DBA Chareese Isaacs, DBA Jessica Jackman, DBA Diana Smith, ABA-Admin Vacant, DBA	Natashia Robinson, College Business Administrator
8	Ensuring valid authorization of changes in compensation rates.	Kaylynn Brooks, DBA Chareese Isaacs, DBA Jessica Jackman, DBA Diana Smith, ABA-Admin Vacant, DBA	Natashia Robinson, College Business Administrator
9	Ensuring the accurate input of changes to the HR System.	Kaylynn Brooks, DBA Chareese Isaacs, DBA Jessica Jackman, DBA Diana Smith, ABA-Admin Vacant, DBA	Natashia Robinson, College Business Administrator
10	Consistent and efficient responses to inquiries.	Kaylynn Brooks, DBA Chareese Isaacs, DBA Jessica Jackman, DBA Diana Smith, ABA-Admin Vacant, DBA	Natashia Robinson, College Business Administrator

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CASH HANDLING			
1	Collecting cash, checks, etc.	Department Coordinators	Department Heads
2	Reconciling cash, checks, etc. to receipts.	Department Coordinators	Department Heads
3	Preparing deposits.	Department Coordinators	Kaylynn Brooks, DBA Chareese Isaacs, DBA Jessica Jackman, DBA Diana Smith, ABA-Admin Vacant, DBA
4	Preparing Journal Entries.	Department Coordinators	Kaylynn Brooks, DBA Chareese Isaacs, DBA Jessica Jackman, DBA Diana Smith, ABA-Admin Vacant, DBA
5	Verifying deposits posted correctly in the Finance System.	Department Coordinators	Kaylynn Brooks, DBA Chareese Isaacs, DBA Jessica Jackman, DBA Diana Smith, ABA-Admin Vacant, DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Department Coordinators	Kaylynn Brooks, DBA Chareese Isaacs, DBA Jessica Jackman, DBA Diana Smith, ABA-Admin Vacant, DBA
7	Secure deposits via UHDPS to Student Financial Services.	UH Police Department	N/A
8	Ensuring deposits are made timely.	Department Coordinators	Department Heads
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Natashia Robinson, College Business Administrator	Jessica C. Haynes, Executive Director, College Business Operations
10	Updating Cash Handling Procedures as needed.	Natashia Robinson, College Business Administrator	Jessica C. Haynes, Executive Director, College Business Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Natashia Robinson, College Business Administrator	Jessica C. Haynes, Executive Director, College Business Operations
12	Consistent and efficient responses to inquiries.	Kaylynn Brooks, DBA Chareese Isaacs, DBA Jessica Jackman, DBA Diana Smith, ABA-Admin Vacant, DBA	Natashia Robinson, College Business Administrator
PETTY CASH			
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

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CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Kaylynn Brooks, DBA Chareese Isaacs, DBA Jessica Jackman, DBA Diana Smith, ABA-Admin Vacant, DBA	Jessica C. Haynes, Executive Director, College Business Operations
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Christopher Piper, Systems Administrator 1	Tommy Abraham, Director College IT Support
2	Ensuring the annual inventory was completed correctly.	Christopher Piper, Systems Administrator 1	Tommy Abraham, Director College IT Support
3	Tagging equipment.	Chad Kitko, Assistant Manager User Services Support	Tommy Abraham, Director College IT Support
4	Approving requests for removal of equipment from campus.	Tommy Abraham, Director College IT Support	N/A
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Natashia Robinson, College Business Administrator	Jessica C. Haynes, Executive Director, College Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Natashia Robinson, College Business Administrator	Jessica C. Haynes, Executive 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.	Kaylynn Brooks, Department Business Administrator Diana Smith, Assistant Business Administrator-Administration	Natashia Robinson, College Business Administrator
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.	Natashia Robinson, College Business Administrator	Jessica C. Haynes, Executive Director, College Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Natashia Robinson, College Business Administrator	Jessica C. Haynes, Executive Director, College Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Tommy Abraham, Director College IT Support	Chad Kitko, Assistant Manager User Services Support
2	Ensuring that critical data back up occurs.	Chad Kitko, Assistant Manager User Services Support	Tommy Abraham, Director College IT Support
3	Ensuring that procedures such as password controls are followed.	Christopher Piper, Systems Administrator 1	Tommy Abraham, Director College IT Support
4	Reporting of suspected security violations.	Christopher Piper, Systems Administrator 1	Tommy Abraham, Director College IT Support