Center for Mexican American and Latino/a Studies
Baseline Standards
FY 2025

		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.	Pamela Quiroz-Director	
2	Updating the Baseline Standards Form.	Jessica Thiam-DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Larissa Hernandez-Financial Coordinator II	Jessica Thiam-DBA
2	Reviewing cost center verifications.	Pamela Quiroz-Director	Jessica Thiam-DBA
3	Approving cost center verifications.	Pamela Quiroz-Director	Jessica Thiam-DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Larissa Hernandez-Financial Coordinator II	Jessica Thiam-DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Larissa Hernandez-Financial Coordinator II Kimberly Fuentez-Administrative Coordinator	Jessica Thiam-DBA
2	Ensuring the validity of travel and expense reimbursements.	Larissa Hernandez-Financial Coordinator II Kimberly Fuentez-Administrative Coordinator	Jessica Thiam-DBA
3	Ensuring that goods and services are received and that timely payment is made.	Larissa Hernandez-Financial Coordinator II Kimberly Fuentez-Administrative Coordinator	Jessica Thiam-DBA
4	Ensuring correct account coding on purchases documents.	Larissa Hernandez-Financial Coordinator II Kimberly Fuentez-Administrative Coordinator	Jessica Thiam-DBA
5	Primary contact for inquiries to expenditure transactions.	Larissa Hernandez-Financial Coordinator II Kimberly Fuentez-Administrative Coordinator	Jessica Thiam-DBA
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.	Larissa Hernandez-Financial Coordinator II	Jessica Thiam-DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Larissa Hernandez-Financial Coordinator II	Jessica Thiam-DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Larissa Hernandez-Financial Coordinator II	Jessica Thiam-DBA
4	Completing termination clearance procedures.	Jessica Thiam-DBA Fely Aguilar-Program Director	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Larissa Hernandez-Financial Coordinator II	Jessica Thiam-DBA
6	Maintaining departmental Personnel files.	Kimberly Fuentez-Administrative Coordinator	Jessica Thiam-DBA
7	Ensuring valid authorization of new hires.	Jessica Thiam-DBA	
8	Ensuring valid authorization of changes in compensation rates.	Jessica Thiam-DBA	
9	Ensuring the accurate input of changes to the HR System.	Kimberly Fuentez-Administrative Coordinator	Jessica Thiam-DBA
10	Consistent and efficient responses to inquiries.	Larissa Hernandez-Financial Coordinator II	Jessica Thiam-DBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Kimberly Fuentez-Administrative Coordinator	Larissa Hernandez-Financial Coordinator II, Jessica Thiam-DBA
2	Reconciling cash, checks, etc. to receipts.	Larissa Hernandez-Financial Coordinator II	Jessica Thiam-DBA
3	Preparing deposits.	Kimberly Fuentez-Administrative Coordinator	Larissa Hernandez-Financial Coordinator II, Jessica Thiam-DBA
4	Preparing Journal Entries.	Kimberly Fuentez-Administrative Coordinator	Larissa Hernandez-Financial Coordinator II, Jessica Thiam-DBA
5	Verifying deposits posted correctly in the Finance System.	Larissa Hernandez-Financial Coordinator II	Larissa Hernandez-Financial Coordinator II, Jessica Thiam-DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Kimberly Fuentez-Administrative Coordinator	Larissa Hernandez-Financial Coordinator II, Jessica Thiam-DBA
7	Secure deposits via UHDPS to Student Financial Services.	Kimberly Fuentez-Administrative Coordinator	Larissa Hernandez-Financial Coordinator II, Jessica Thiam-DBA
8	Ensuring deposits are made timely.	Kimberly Fuentez-Administrative Coordinator	Larissa Hernandez-Financial Coordinator II, Jessica Thiam-DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Jessica Thiam-DBA	
10	Updating Cash Handling Procedures as needed.	Jessica Thiam-DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Jessica Thiam-DBA	
12	Consistent and efficient responses to inquiries.	Jessica Thiam-DBA	
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Jessica Thiam-DBA	David McMullen-Executive Director
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Frank Houston IT Director	
2	Ensuring the annual inventory was completed correctly.	Frank Houston IT Director	
3	Tagging equipment.	Frank Houston IT Director	
4	Approving requests for removal of equipment from campus.	Frank Houston IT Director	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Jessica Thiam-DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Jessica Thiam-DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Pamela Quiroz-Director	

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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.	Jessica Thiam-DBA	David McMullen-Executive Director
2	Ensuring that research expenditures are covered by funds from sponsors.	Pamela Quiroz-Director	Jessica Thiam-DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston IT Director	
2	Ensuring that critical data back up occurs.	Frank Houston IT Director	
3	Ensuring that procedures such as password controls are followed.	Frank Houston IT Director	
4	Reporting of suspected security violations.	Frank Houston IT Director	