Fund Managers are responsible for the financial and operational management of their funds. This is a very broad responsibility encompassing all aspects of fund management. These responsibilities include fund oversight, establishment of internal controls at the departmental level, transaction review, and financial responsibility.

Visit: TEAM Financial Registration Information or TTUHSC Operating Policy 50.03 with questions.

Contact fsm@ttuhsc.edu with questions.

1. **Internal Controls**: Establish internal controls at the departmental level.
2. **Transactions**: Reconcile ledger transactions to departmental transactions.
3. **Compliance**: Ensure compliance with fund purposes and/or restrictions.
4. **Policies**: Be aware of institutional policies concerning fund management.
5. **Budget**: Ensure sufficient budget is available to support anticipated expenditures for the entire fiscal year.
6. **Cash Flow Procedures**: Maximize cash flow through effective internal procedures, timely billing, collection, and depositing of revenue.
7. **Fund Balances**: Maintain positive fund balances and cover deficits throughout the fiscal year.
8. **Program Coding**: Maintain correct program coding.
9. **Delegated Persons**: Assume responsibility for activities and transactions of delegated persons.
10. **HUB**: Strive to achieve institutional HUB (Historically Underutilized Businesses) goals.