10 Fund Manager Responsibilities

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.

For further information, visit: TEAM Financial Registration Information, TTUHSC Operating Policy 50.03

Send questions to: fsm@ttuhsc.edu

01 Internal Controls
Establish internal controls at the departmental level.

02 Transactions
Reconcile ledger transactions to departmental transactions.

03 Compliance
Ensure compliance with fund purposes and/or restrictions.

04 Policies
Be aware of institutional policies concerning fund management.

05 Budget
Ensure sufficient budget is available to support anticipated expenditures for the entire fiscal year.

06 Cash Flow Procedures
Maximize cash flow through effective internal procedures, timely billing, collection and depositing of revenue.

07 Fund Balances
Maintain positive fund balances and cover deficits throughout the fiscal year.

08 Program Coding
Maintain correct program coding.

09 Delegated Persons
Assume responsibility for activities and transactions of delegated persons.

10 HUB
Strive to achieve institutional HUB (Historically Underutilized Businesses) goals.