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.

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

Contact fsm@ttuhsc.edu with questions.

01 Establish Internal Controls
- Establish internal controls at the department level.

02 Reconcile Transactions
- Reconcile ledger transactions to departmental transactions.

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

04 Follow Policies
- Be aware of institutional policies concerning fund management.

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

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

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

08 Provide Program Coding
- Provide correct program coding.

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

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