

10 Fund Manager Responsibilities

Fund Managers are responsible for the financial and operational management of their funds. This is 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 Help](#) or [TTUHSC OP 50.03](#) for more information.

Contact fsm@ttuhsc.edu with questions.

01
Establish
Internal
Controls

Establish internal controls at the departmental level.

06
Maximize
Cash Flow

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

02
Reconcile
Transactions

Reconcile ledger transactions to departmental transactions.

07
Maintain
Fund
Balances

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

03
Ensure
Compliance

Ensure compliance with fund purposes and/or restrictions.

08
Provide
Program
Coding

Provide correct program coding.

04
Follow
Policies

Be aware of institutional policies concerning fund management.

09
Monitor
Delegated
Persons

Assume responsibility for activities and transactions of delegated persons.

05
Manage
Budget

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

10
Achieve
HUB Goals

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



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