

Houston Public Media (H0277, H0018, H0436, H0619)
Baseline Standards
FY 2013

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Christina Ordonez-Campos, Director of Finance	Vanessa Pham, Asst. Bus. Admin.
2	Updating the Baseline Standards Form.	Christina Ordonez-Campos, Director of Finance	Vanessa Pham, Asst. Bus. Admin.
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Linda Lee, Fin Asst 2	Karen Mapp, Financial Coord 2
2	Reviewing cost center verifications.	Vanessa Pham, Asst. Bus. Admin.	Christina Ordonez-Campos, Director of Finance
3	Approving cost center verifications.	Vanessa Pham, Asst. Bus. Admin.	Christina Ordonez-Campos, Director of Finance
4	Ensuring all cost centers are verified/approved on a timely basis.	Vanessa Pham, Asst. Bus. Admin.	Christina Ordonez-Campos, Director of Finance
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Christina Ordonez-Campos, Director of Finance	Vanessa Pham, Asst. Bus. Admin.
2	Ensuring the validity of travel and expense reimbursements.	Christina Ordonez-Campos, Director of Finance	Vanessa Pham, Asst. Bus. Admin.
3	Ensuring that goods and services are received and that timely payment is made.	Christina Ordonez-Campos, Director of Finance	Vanessa Pham, Asst. Bus. Admin.
4	Ensuring correct account coding on purchases documents.	Christina Ordonez-Campos, Director of Finance	Vanessa Pham, Asst. Bus. Admin.
5	Primary contact for inquiries to expenditure transactions.	Christina Ordonez-Campos, Director of Finance	Vanessa Pham, Asst. Bus. Admin.
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Christy Pennington, HR/Payroll Coordinator	Karen Mapp, Financial Coord 2
2	Reconciling bi-weekly leave accruals to the HR System.	Christy Pennington, HR/Payroll Coordinator	Karen Mapp, Financial Coord 2
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Christy Pennington, HR/Payroll Coordinator	Karen Mapp, Financial Coord 2
4	Ensuring all monthly leave is recorded and approved in the HR System.	Christy Pennington, HR/Payroll Coordinator	Karen Mapp, Financial Coord 2
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Christy Pennington, HR/Payroll Coordinator	Karen Mapp, Financial Coord 2
6	Completing termination clearance procedures.	Christy Pennington, HR/Payroll Coordinator	Karen Mapp, Financial Coord 2
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Christy Pennington, HR/Payroll Coordinator	Karen Mapp, Financial Coord 2
8	Paycheck distribution.	Christy Pennington, HR/Payroll Coordinator	Karen Mapp, Financial Coord 2
9	Maintaining departmental Personnel files.	Christy Pennington, HR/Payroll Coordinator	Karen Mapp, Financial Coord 2
10	Ensuring valid authorization of new hires.	Christina Ordonez-Campos, Director of Finance	Karen Mapp, Financial Coord 2
11	Ensuring valid authorization of changes in compensation rates.	Christina Ordonez-Campos, Director of Finance	Karen Mapp, Financial Coord 2
12	Ensuring the accurate input of changes to the HR System.	Christy Pennington, HR/Payroll Coordinator	Karen Mapp, Financial Coord 2
13	Propriety of leave account classification on time records.	Christy Pennington, HR/Payroll Coordinator	Karen Mapp, Financial Coord 2
14	Consistent and efficient responses to inquiries.	Christy Pennington, HR/Payroll Coordinator	Karen Mapp, Financial Coord 2
CASH HANDLING			

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1 Collecting cash, checks, etc.	Ella David, Off Asst 2; S Conner, Fin Asst 2	Karen Mapp, Financial Coord 2; Shandra Conner, Fin Asst 2
2 Reconciling cash, checks, etc. to receipts.	Karen Mapp, Financial Coord 2	Vanessa Pham, Bus Admin-Finance
3 Preparing deposits.	Ella David, Off Asst 2; S Conner, Fin Asst 2	Karen Mapp, Fin Coord 2; Linda Lee, Fin Asst 2
4 Preparing Journal Entries.	Ella David, Off Asst 2; S Conner, Fin Asst 2	Karen Mapp, Fin Coord 2; Linda Lee, Fin Asst 2
5 Verifying deposits posted correctly in the Finance System.	Linda Lee, Fin Asst 2	Karen Mapp, Financial Coord 2
6 Adequacy of physical safeguards.	Christina Ordonez-Campos, Director of Finance	Vanessa Pham, Bus Admin-Finance
7 Transporting deposits to Student Financial Services.	UH Police	
8 Ensuring deposits are made timely.	Vanessa Pham, Bus Admin-Finance	Christina Ordonez-Campos, Director of Finance
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Christina Ordonez-Campos, Director of Finance	Vanessa Pham, Bus Admin-Finance
10 Updating Cash Handling Procedures as needed.	Christina Ordonez-Campos, Director of Finance	Vanessa Pham, Bus Admin-Finance
11 Distribution of Cash Handling Procedures to employees who handle cash.	Christina Ordonez-Campos, Director of Finance	Vanessa Pham, Bus Admin-Finance
12 Consistent and efficient responses to inquiries.	Linda Lee, Fin Asst 2	Vanessa Pham, Bus Admin-Finance
PETTY CASH		
1 Preparing petty cash disbursements.	N/A	N/A
2 Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3 Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4 Approving petty cash disbursements.	N/A	N/A
5 Replenishing the petty cash fund timely.	N/A	N/A
6 Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
LONG DISTANCE CHARGES		
1 Manager review of long distance charges for unusual activity.	Linda Lee, Fin Asst 2	Vanessa Pham, Asst. Bus. Admin.
2 Ensuring personal calls are reimbursed within 10 days from the billing date.	Linda Lee, Fin Asst 2	Vanessa Pham, Asst. Bus. Admin.
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Christina Ordonez-Campos, Director of Finance	Vanessa Pham, Asst. Bus. Admin.
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Vanessa Pham, Asst. Bus. Admin.	
2 Ensuring the annual inventory was completed correctly.	Christina Ordonez-Campos, Director of Finance	Vanessa Pham, Asst. Bus. Admin.
3 Tagging equipment.	Vanessa Pham, Asst. Bus. Admin.	
4 Approving requests for removal of equipment from campus.	Christina Ordonez-Campos, Director of Finance	
DISCLOSURE FORMS		

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Christina Ordonez-Campos, Director of Finance	Christy Pennington, HR/Payroll Coordinator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Christina Ordonez-Campos, Director of Finance	Christy Pennington, HR/Payroll Coordinator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Christina Ordonez-Campos, Director of Finance	Christy Pennington, HR/Payroll Coordinator
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Christina Ordonez-Campos, Director of Finance	Linda Lee, Fin Asst 2
2	Billing.	Linda Lee, Fin Asst 2	Vanessa Pham, Bus Admin- Finance
3	Collection.	Linda Lee, Fin Asst 2	Vanessa Pham, Bus Admin- Finance
4	Recording.	Vanessa Pham, Bus Admin- Finance	Linda Lee, Fin Asst 2
5	Monitoring credit extended.	Christina Ordonez-Campos, Director of Finance	
6	Approving write-offs.	Dr. Carl Carlucci, Exec VC/VP, Admin & Finance	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Christina Ordonez-Campos, Director of Finance	Vanessa Pham, Asst. Bus. Admin.
2	Ensuring that research expenditures are covered by funds from sponsors.	Christina Ordonez-Campos, Director of Finance	Vanessa Pham, Asst. Bus. Admin.
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Sidney Knight Microsystems Anal 2	IT Team - John Eymann, Jared Count
2	Ensuring that critical data back up occurs.	Sidney Knight Microsystems Anal 2	IT Team - John Eymann, Jared Count
3	Ensuring that procedures such as password controls are followed.	Sidney Knight Microsystems Anal 2	IT Team - John Eymann, Jared Count
4	Reporting of suspected security violations.	Sidney Knight Microsystems Anal 2	IT Team - John Eymann, Jared Count