Houston Public Media (H0018, H0019, H0436, H0580, H0619) Baseline Standards FY 2013

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1Ens2Ens3Ens3Ens4Ens5Prin			000111111
2 Ens 3 Ens pay 4 Ens 5 Prin	suring valid authorization of purchase documents.		
3 Ens pay 4 Ens 5 Prin		Debra Fraser - Station Mgr/Dir, Ops HRM	Vanessa Pham, Bus Admin- Finance
4 Ens 5 Prin	suring the validity of travel and expense reimbursements.	Debra Fraser - Station Mgr/Dir, Ops HRM	Vanessa Pham, Bus Admin- Finance
4 Ens 5 Prin	suring that goods and services are received and that timely yment is made.	Debra Fraser - Station Mgr/Dir, Ops HRM	Vanessa Pham, Bus Admin- Finance
	suring correct account coding on purchases documents.	Debra Fraser - Station Mgr/Dir, Ops HRM	Vanessa Pham, Bus Admin- Finance
PAYROLL	mary contact for inquiries to expenditure transactions.	Debra Fraser - Station Mgr/Dir, Ops HRM	Vanessa Pham, Bus Admin- Finance
	/ HUMAN RESOURCES		
	conciling approved bi-weekly leave requests to time and fort reports.	Maggie Zazura, Fin Coordinator	-
2 Rec	conciling bi-weekly leave accruals to the HR System.	Maggie Zazura, Fin Coordinator	
	suring all bi-weekly time and effort reports are submitted to yroll.	Maggie Zazura, Fin Coordinator	
	suring all monthly leave is recorded and approved in the HR stem.	Maggie Zazura, Fin Coordinator	
ePA	conciling time and effort reports (bi-weekly employees) and ARs (monthly employees) to the trial and final payroll rification reports.	Maggie Zazura, Fin Coordinator	
	mpleting termination clearance procedures.	Maggie Zazura, Fin Coordinator	
	suring terminated employees are no longer charged to partmental cost centers.	Maggie Zazura, Fin Coordinator	Linda Lee, Financial Assistant
	ycheck distribution.	Maggie Zazura, Fin Coordinator	
9 Ma	aintaining departmental Personnel files.	Maggie Zazura, Fin Coordinator	1
10 Ens	suring valid authorization of new hires.	Debra Fraser - Station Mgr/Dir, Ops HRM	Vanessa Pham, Bus Admin- Finance
11 Ens	suring valid authorization of changes in compensation rates.	Debra Fraser - Station Mgr/Dir, Ops HRM	Vanessa Pham, Bus Admin- Finance
12 Ens	suring the accurate input of changes to the HR System.	Maggie Zazura, Fin Coordinator	Vanessa Pham, Bus Admin- Finance
13 Pro	opriety of leave account classification on time records.	Maggie Zazura, Fin Coordinator	Vanessa Pham, Bus Admin- Finance
14 Co		Maggie Zazura, Fin Coordinator	+

Houston Public Media (H0018, H0019, H0436, H0580, H0619) Baseline Standards FY 2013

1 2		Responsible Person(s) (Name/Title)	
2	tion of Responsibility	Primary (Required)	Secondary (Optional)
	Collecting cash, checks, etc.	Ella David, Off Asst 2; S Conner,	Annette Smith, Fin Asst 2;
		Fin Asst 2	Shandra Conner, Fin Asst 2
3	Reconciling cash, checks, etc. to receipts.		
3		Karen Mapp, Financial Coord 2	
1	Preparing deposits.	Ella David, Off Asst 2; S Conner,	
		Fin Asst 2	Karen Mapp, Financial Coord 2
4	Preparing Journal Entries.	Ella David, Off Asst 2; S Conner,	Annette Smith, Fin Asst 2; Lind
•	repaing sound Entres.	Fin Asst 2	Lee, Fin Asst 2
5	Verifying deposits posted correctly in the Finance System.	1 III ASSI 2	
5	verifying deposits posted concerty in the 1 mance system.	Linda Lee, Financial Assistant	Karen Mapp, Financial Coord 2
6	A da	Vanessa Pham, Bus Admin-	Karen Wapp, Financial Coold 2
6	Adequacy of physical safeguards.		
_		Finance	Annette Smith, Fin Asst 2
7	Transporting deposits to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Vanessa Pham, Bus Admin-	Debra Fraser - Station Mgr/Dir,
		Finance	Ops HRM
	Ensuring all employees who handle cash have completed Cash	Debra Fraser - Station Mgr/Dir,	Vanessa Pham, Bus Admin-
	Security Procedures or Cash Deposit and Security Procedures	Ops HRM	Finance
	training.	- 1	
	Updating Cash Handling Procedures as needed.	Debra Fraser - Station Mgr/Dir,	Vanessa Pham. Bus Admin-
10	opuaning cash franching frocedures as needed.	Ops HRM	Finance
	Distribution of Cash Handling Procedures to employees who	Debra Fraser - Station Mgr/Dir,	Vanessa Pham, Bus Admin-
	handle cash.	Ops HRM	Finance
	Consistent and efficient responses to inquiries.		Vanessa Pham, Bus Admin-
12		Annette Smith, Fin Asst 2	Finance
ETTY	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	N/A	N/A
	purposes.		
	Approving petty cash disbursements.	N/A	N/A
-	rippioving perty easil disoursements.	1 1/2 1	1 1/2 1
5	Replenishing the petty cash fund timely.	N/A	N/A
5	Replemisting the petty cash fund timery.	IN/A	N/A
6		NT/ A	NT / A
	Ensuring the petty cash fund is balanced after each	N/A	N/A
	disbursement.		
LONG L	DISTANCE CHARGES		
1	Manager review of long distance charges for unusual activity.	Linda Lee, Fin Asst 2	Vanessa Pham, Bus Admin-
			Finance
2	Ensuring personal calls are reimbursed within 10 days from the	Linda Lee, Fin Asst 2	Vanessa Pham, Bus Admin-
	billing date.		Finance
	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Debra Fraser - Station Mgr/Dir,	Vanessa Pham, Bus Admin-
1	administration policies/procedures.	Ops HRM	Finance
	RTY MANAGEMENT		i manee
	Denforming the annual interaction	Annotto Smith Eliz A () DI '''	
PROPER	Performing the annual inventory.	Annette Smith, Fin Asst 2; Philip	
PROPER		Williams, Bldg Main Spvr	
PROPER			
PROPER	Ensuring the annual inventory was completed correctly.	Debra Fraser - Station Mgr/Dir,	Vanessa Pham, Bus Admin-
PROPER	Ensuring the annual inventory was completed correctly.	Debra Fraser - Station Mgr/Dir, Ops HRM	Vanessa Pham, Bus Admin- Finance
PROPER 1 2	Ensuring the annual inventory was completed correctly. Tagging equipment.	Debra Fraser - Station Mgr/Dir,	-
PROPER 1 2		Debra Fraser - Station Mgr/Dir, Ops HRM Annette Smith, Fin Asst 2; Philip	-
PROPER 1 2 3	Tagging equipment.	Debra Fraser - Station Mgr/Dir, Ops HRM Annette Smith, Fin Asst 2; Philip Williams, Bldg Main Spvr	-
PROPER 1 2 3		Debra Fraser - Station Mgr/Dir, Ops HRM Annette Smith, Fin Asst 2; Philip Williams, Bldg Main Spvr Debra Fraser - Station Mgr/Dir,	-
PROPER 1 2 3 4	Tagging equipment.	Debra Fraser - Station Mgr/Dir, Ops HRM Annette Smith, Fin Asst 2; Philip Williams, Bldg Main Spvr	-

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		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
1	Ensuring all employees with purchasing influence complete the	Debra Fraser - Station Mgr/Dir,	Maggie Zazura, Financial
	annual Related Party disclosure statement online.	Ops HRM	Coordinator
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Debra Fraser - Station Mgr/Dir,	Maggie Zazura, Financial
	complete the Consulting disclosure statement online.	Ops HRM	Coordinator
3	Ensuring that all Principal and Co-Principal Investigators	Debra Fraser - Station Mgr/Dir,	
	complete the annual Conflict of Interest disclosure statement for	Ops HRM	Maggie Zazura, Financial
	the Division of Research.	-	Coordinator
ACCO	UNTS RECEIVABLE		
1	Extending of credit.	Debra Fraser - Station Mgr/Dir,	
		Ops HRM	Annette Smith, Fin Asst 2
2	Billing.	Annette Smith, Fin Asst 2; Linda	
		Lee, Fin Asst 2	
3	Collection.	Annette Smith, Fin Asst 2; Linda	
		Lee, Fin Asst 2	
4	Recording.	Vanessa Pham, Bus Admin-	
		Finance	Annette Smith, Fin Asst 2
5	Monitoring credit extended.	Debra Fraser - Station Mgr/Dir,	
		Ops HRM	
6	Approving write-offs.	Craig Ness, Assoc VP Acad	
		Affairs and Finance and	
		Administration	
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive	Debra Fraser - Station Mgr/Dir,	Vanessa Pham, Bus Admin-
	fund equity at year-end.	Ops HRM	Finance
2	Ensuring that research expenditures are covered by funds from	Debra Fraser - Station Mgr/Dir,	Vanessa Pham, Bus Admin-
	sponsors.	Ops HRM	Finance
DEPAF	RTMENTAL COMPUTING		
1	Management of the departments' information technology	Sidney Knight Microsystems	IT Team - John Eymann, Jared
	resources.	Anal 2	Count, Octavia Resendez; Emily
2	Ensuring that critical data back up occurs.	Sidney Knight Microsystems	IT Team - John Eymann, Jared
		Anal 2	Count, Octavia Resendez; Emily
3	Ensuring that procedures such as password controls are	Sidney Knight Microsystems	IT Team - John Eymann, Jared
	followed.	Anal 2	Count, Octavia Resendez; Emily
4	Reporting of suspected security violations.	Sidney Knight Microsystems	IT Team - John Eymann, Jared
		Anal 2	Count, Octavia Resendez; Emily