

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

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

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1	Collecting cash, checks, etc.	Ella David, Off Asst 2; S Conner, Fin Asst 2	Annette Smith, Fin Asst 2; Shandra Conner, Fin Asst 2
2	Reconciling cash, checks, etc. to receipts.	Karen Mapp, Financial Coord 2	
3	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, Fin Asst 2	Annette Smith, Fin Asst 2; Linda Lee, Fin Asst 2
5	Verifying deposits posted correctly in the Finance System.	Linda Lee, Financial Assistant	Karen Mapp, Financial Coord 2
6	Adequacy of physical safeguards.	Vanessa Pham, Bus Admin-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-Finance	Debra Fraser - Station Mgr/Dir, Ops HRM
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Debra Fraser - Station Mgr/Dir, Ops HRM	Vanessa Pham, Bus Admin-Finance
10	Updating Cash Handling Procedures as needed.	Debra Fraser - Station Mgr/Dir, Ops HRM	Vanessa Pham, Bus Admin-Finance
11	Distribution of Cash Handling Procedures to employees who handle cash.	Debra Fraser - Station Mgr/Dir, Ops HRM	Vanessa Pham, Bus Admin-Finance
12	Consistent and efficient responses to inquiries.	Annette Smith, Fin Asst 2	Vanessa Pham, Bus Admin-Finance
<b>PETTY CASH</b>			
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
<b>LONG DISTANCE CHARGES</b>			
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 billing date.	Linda Lee, Fin Asst 2	Vanessa Pham, Bus Admin-Finance
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Debra Fraser - Station Mgr/Dir, Ops HRM	Vanessa Pham, Bus Admin-Finance
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Annette Smith, Fin Asst 2; Philip Williams, Bldg Main Spvr	
2	Ensuring the annual inventory was completed correctly.	Debra Fraser - Station Mgr/Dir, Ops HRM	Vanessa Pham, Bus Admin-Finance
3	Tagging equipment.	Annette Smith, Fin Asst 2; Philip Williams, Bldg Main Spvr	
4	Approving requests for removal of equipment from campus.	Debra Fraser - Station Mgr/Dir, Ops HRM	
<b>DISCLOSURE FORMS</b>			

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Debra Fraser - Station Mgr/Dir, Ops HRM	Maggie Zazura, Financial Coordinator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Debra Fraser - Station Mgr/Dir, Ops HRM	Maggie Zazura, Financial Coordinator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Debra Fraser - Station Mgr/Dir, Ops HRM	Maggie Zazura, Financial Coordinator
ACCOUNTS 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	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Debra Fraser - Station Mgr/Dir, Ops HRM	Vanessa Pham, Bus Admin-Finance
2	Ensuring that research expenditures are covered by funds from sponsors.	Debra Fraser - Station Mgr/Dir, Ops HRM	Vanessa Pham, Bus Admin-Finance
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Sidney Knight Microsystems Anal 2	IT Team - John Eymann, Jared Count, Octavia Resendez; Emily
2	Ensuring that critical data back up occurs.	Sidney Knight Microsystems Anal 2	IT Team - John Eymann, Jared Count, Octavia Resendez; Emily
3	Ensuring that procedures such as password controls are followed.	Sidney Knight Microsystems Anal 2	IT Team - John Eymann, Jared Count, Octavia Resendez; Emily
4	Reporting of suspected security violations.	Sidney Knight Microsystems Anal 2	IT Team - John Eymann, Jared Count, Octavia Resendez; Emily