

University of Houston
Houston Public Media - Business Services
FY21 Baseline Standards

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.	Almarie Hopkins - Asst. Dir. HPM Business Operations	Kendra Gilford - Accountant III/Nina Williams - Financial Coordinator II
2	Updating the Baseline Standards Form.	Almarie Hopkins - Asst. Dir. HPM Business Operations	Kendra Gilford - Accountant III/Nina Williams - Financial Coordinator II
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Adan Maldonado - Accountant IV/Kendra Gilford - Accountant III	Nina Williams - Financial Coordinator II
2	Reviewing cost center verifications.	Almarie Hopkins - Asst. Dir. HPM Business Operations	Kendra Gilford - Accountant III
3	Approving cost center verifications.	Assigned Cost Center Managers	Approved Delegate
4	Ensuring all cost centers are verified/approved on a timely basis.	Almarie Hopkins - Asst. Dir. HPM Business Operations	Kendra Gilford - Accountant III
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Almarie Hopkins - Asst. Dir. HPM Business Operations	Kendra Gilford - Accountant III
2	Ensuring the validity of travel and expense reimbursements.	Nina Williams - Financial Coordinator II	Adan Maldonado - Accountant IV
3	Ensuring that goods and services are received and that timely payment is made.	Nina Williams - Financial Coordinator II/Kendra Gilford Accountant III	Adan Maldonado - Accountant IV
4	Ensuring correct account coding on purchases documents.	Nina Williams - Financial Coordinator II/Kendra Gilford Accountant III	Adan Maldonado - Accountant IV
5	Primary contact for inquiries to expenditure transactions.	Kendra Gilford - Accountant III	Adan Maldonado - Accountant IV
6	Ensuring access and use of P-Cards and T-Cards are secure.	Nina Williams - Financial Coordinator II	Almarie Hopkins - Asst. Dir. HPM Business Operations
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Nina Williams - Financial Coordinator II	Almarie Hopkins - Asst. Dir. HPM Business Operations
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Nina Williams - Financial Coordinator II	Almarie Hopkins - Asst. Dir. HPM Business Operations
PAYROLL / HUMAN RESOURCES			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Pammy Moore - Administrative Assistant	Almarie Hopkins - Asst. Dir. HPM Business Operations
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Pammy Moore - Administrative Assistant	Almarie Hopkins - Asst. Dir. HPM Business Operations
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Pammy Moore - Administrative Assistant	Almarie Hopkins - Asst. Dir. HPM Business Operations
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Pammy Moore - Administrative Assistant	Almarie Hopkins - Asst. Dir. HPM Business Operations
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls.	Pammy Moore - Administrative Assistant	Almarie Hopkins - Asst. Dir. HPM Business Operations
6	Completing termination ePAR's within 24 hours of termination.	Pammy Moore - Administrative Assistant	Almarie Hopkins - Asst. Dir. HPM Business Operations
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Pammy Moore - Administrative Assistant	Almarie Hopkins - Asst. Dir. HPM Business Operations
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Pammy Moore - Administrative Assistant	Almarie Hopkins - Asst. Dir. HPM Business Operations
9	Maintaining departmental personnel files.	Pammy Moore - Administrative Assistant	Almarie Hopkins - Asst. Dir. HPM Business Operations
10	Consistent and efficient responses to inquiries.	Pammy Moore - Administrative Assistant	Almarie Hopkins - Asst. Dir. HPM Business Operations
11	Hire ePAR's should be processed at least 1 week prior to start date.	Pammy Moore - Administrative Assistant	Almarie Hopkins - Asst. Dir. HPM Business Operations
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Pammy Moore - Administrative Assistant	Almarie Hopkins - Asst. Dir. HPM Business Operations
CASH HANDLING			
1	Collecting cash, checks, etc.	Nina Williams - Financial Coordinator II/Kendra Gilford Accountant III	Adan Maldonado - Accountant IV
2	Reconciling cash, checks, etc. to receipts.	Nina Williams - Financial Coordinator II/Kendra Gilford Accountant III	Adan Maldonado - Accountant IV
3	Preparing deposits.	Nina Williams - Financial Coordinator II/Kendra Gilford Accountant III	Adan Maldonado - Accountant IV
4	Preparing Journal Entries.	Nina Williams - Financial Coordinator II/Kendra Gilford Accountant III	Adan Maldonado - Accountant IV
5	Verifying deposits posted correctly in the Finance System.	Adan Maldonado - Accountant IV	Almarie Hopkins - Asst. Dir. HPM Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Adan Maldonado - Accountant IV	Almarie Hopkins - Asst. Dir. HPM Business Operations
7	Secure deposits via UHDPDS to Student Financial Services.	Adan Maldonado - Accountant IV	Almarie Hopkins - Asst. Dir. HPM Business Operations
8	Ensuring deposits are made timely.	Adan Maldonado - Accountant IV	Almarie Hopkins - Asst. Dir. HPM Business Operations

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9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Pammy Moore - Administrative Assistant	Almarie Hopkins - Asst. Dir. HPM Business Operations
10	Updating Cash Handling Procedures as needed.	Almarie Hopkins - Asst. Dir. HPM Business Operations	Nina Williams - Financial Coordinator II
11	Distribution of Cash Handling Procedures to employees who handle cash.	Almarie Hopkins - Asst. Dir. HPM Business Operations	Nina Williams - Financial Coordinator II
12	Consistent and efficient responses to inquiries.	Adan Maldonado - Accountant IV	Nina Williams - Financial Coordinator II/Kendra Gilford
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Pammy Moore - Administrative Assistant	Almarie Hopkins - Asst. Dir. HPM Business Operations
14	Ensuring all access and use of credit card information is secure.	Nina Williams - Financial Coordinator II	Almarie Hopkins - Asst. Dir. HPM Business Operations
PETTY CASH / CHANGE FUNDS			
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	N/A	N/A
2	Preparing petty cash disbursements.	N/A	N/A
3	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
4	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
5	Approving petty cash disbursements.	N/A	N/A
6	Replenishing the petty cash fund timely.	N/A	N/A
7	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
8	Ensuring the change fund is balanced daily, weekly or monthly.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Almarie Hopkins - Asst. Dir. HPM Business Operations	Adan Maldonado - Accountant IV
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Francisco Castro - Dir, Production Operations	Sidney Knight - Dir, HPM Facilities & Maintenance
2	Ensuring the annual inventory was completed correctly.	Francisco Castro - Dir, Production Operations	Sidney Knight - Dir, HPM Facilities & Maintenance
3	Tagging equipment.	Francisco Castro - Dir, Production Operations	Sidney Knight - Dir, HPM Facilities & Maintenance
4	Approving requests for removal of equipment from campus.	Francisco Castro - Dir, Production Operations	Sidney Knight - Dir, HPM Facilities & Maintenance
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Pammy Moore - Administrative Assistant	Almarie Hopkins - Asst. Dir. HPM Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Pammy Moore - Administrative Assistant	Almarie Hopkins - Asst. Dir. HPM Business Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Pammy Moore - Administrative Assistant	Almarie Hopkins - Asst. Dir. HPM Business Operations
CONCUR TRAVEL MANAGEMENT			
1	Function as main custodian of the travel management process via CONCUR Travel Mgt. Software	Nina Williams - Financial Coordinator II	Kendra Gilford - Accountant III
2	Handle and record all travel related costs using Concur Travel Mgt.	Nina Williams - Financial Coordinator II	Kendra Gilford - Accountant III
3	Reconcile the travel related accounts (for HPM) prior to month-end	Nina Williams - Financial Coordinator II	Kendra Gilford - Accountant III
4	Ensure safe custody of all credit cards dedicated to travel and trip management	Nina Williams - Financial Coordinator II	Kendra Gilford - Accountant III
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	Adriana Gonzalez - Membership Services Specialist	Phillip McMillan, Exec. Dir., HPM Marketing
3	Collections.	Adriana Gonzalez - Membership Services Specialist	Phillip McMillan, Exec. Dir., HPM Marketing
4	Recording.	Adriana Gonzalez - Membership Services Specialist	Phillip McMillan, Exec. Dir., HPM Marketing
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	Phillip McMillan, Exec. Dir., HPM Marketing	Phillip McMillan, Exec. Dir., HPM Marketing
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Almarie Hopkins - Asst. Dir. HPM Business Operations	Adan Maldonado - Accountant IV
2	Ensuring that research expenditures are covered by funds from sponsors.	Almarie Hopkins - Asst. Dir. HPM Business Operations	Adan Maldonado - Accountant IV
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Brian Wood - Director of HPM Technology & Operations	Joshua Robertson - Systems Admin. 1
2	Ensuring that critical data back up occurs.	Brian Wood - Director of HPM Technology & Operations	Joshua Robertson - Systems Admin. 1

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3	Ensuring that procedures such as password controls are followed.	Brian Wood - Director of HPM Technology & Operations	Joshua Robertson - Systems Admin. 1
4	Reporting of suspected security violations.	Brian Wood - Director of HPM Technology & Operations	Joshua Robertson - Systems Admin. 1