

Administration – Process

1. Introduction

The administration of punctum books encompasses all the general company-wide operations that sustain the functioning of the company, in particular: accounting, insurance, payroll, software stack management, and workflow management.

2. Goal & Objectives

The primary goal of maintaining these processes is the smooth functioning of all the other processes of the company, minimizing expenditures and overhead, and maximizing the potential of everyone working for the company. Furthermore, the objectives are:

- maintaining auditable and responsible financial bookkeeping
- covering possible high-risk contingencies by means of insurance
- ensuring timely payment of employees
- deploying an efficient software stack
- ensuring an efficient workflow throughout the company

3. Role Model

The following roles are relevant in the context of this process and need to be assigned to persons or teams / groups involved in the process.

Role	Task	Assigned staff
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Process Manager (PM)	<ul style="list-style-type: none"> • To maintain the process definition / description (this document) • To perform process reviews as a basis for the continual improvement of the effectiveness and efficiency of the process • To ensure adequate communication to increase the awareness for the process • To organize trainings on the process for people involved in the process 	Vincent
Financial Officer		Vincent
Software Stack Officer		Vincent

4. Relevant Business Objects

Business objects are “things” that are required, produced, or processed by the process or one of its activities. The following objects are relevant:

Business Object	Description
Invoice	
Bank Account	
Accounting Software	
Subscription Data	

5. Activities

5.1 Financial Accounting

5.1.1 Invoice Management

Input	
Roles Involved	Financial Officer
Outputs	

Actions	<ul style="list-style-type: none"> • New Client • Book Order Invoicing • Library Subscription Invoicing • Multiyear Library Subscriptions
Alternative Actions, Exceptions, Additional Information	

5.1.2 Weekly Accounting

Input	
Roles Involved	Financial Officer
Outputs	
Actions	<ul style="list-style-type: none"> • Weekly Accounting
Alternative Actions, Exceptions, Additional Information	

5.1.3 Monthly Accounting

Input	
Roles Involved	Financial Officer
Outputs	
Actions	<ul style="list-style-type: none"> • Stripe Payouts • OBC Payouts • Amazon Payouts • Paypal Transactions in Foreign Currency
Alternative Actions, Exceptions, Additional Information	

5.1.4 Quarterly Accounting

Input	
Roles Involved	Financial Officer
Outputs	
Actions	<ul style="list-style-type: none"> • Generate Quarterly Report • AZ Unemployment Tax
Alternative Actions, Exceptions, Additional Information	

5.1.5 Annual Accounting

Input	
Roles Involved	Financial Officer
Outputs	
Actions	<ul style="list-style-type: none"> • Federal Taxes • Yearly Accounting • Royalties • CA State Taxes
Alternative Actions, Exceptions, Additional Information	

5.2 Insurance

Input	
Roles Involved	Financial Officer
Outputs	

Actions	<ol style="list-style-type: none"> 1. Annual Workers' Compensation Insurance Audit 2. Annual Health Insurance Audit 3. Annual Health Insurance Renewal
Alternative Actions, Exceptions, Additional Information	<p>We currently have the following three company-wide insurance policies:</p> <ul style="list-style-type: none"> • Workers' Compensation Insurance • Healthcare Insurance • Professional Liability (E&O) Insurance

5.3 Payroll

5.4 Workflow Management

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