



December 2021

The Finance Focus



GFOA Award

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **County of Prince George, Virginia, has received GFOA's DISTINGUISHED BUDGET PRESENTATION AWARD** for its budget for the fiscal year beginning July 1, 2021.



The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device



Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

What's Inside

GFOA Award — Page 1

Finance News — Page 2

Be On the Lookout! — Page 3

Where can I find...— Page 4



Finance Staff (as pictured)

Seated (from left to right)

Betsy Drewry - Deputy County Administrator - Finance

Monica Thompson - Financial Reporting Accountant

Standing (from left to right)

Cheryl Riggins - Payroll Specialist

Mickey Kienzler - Accounts Payable Clerk

Christine Collins - Payroll Supervisor

Michelle Jackson - Procurement Officer

Lori Robertson—Accounting Supervisor

The **FY2021 Audit Report** was presented to the Board on December 14. The County received a clean/unmodified audit opinion and ended with a strong financial position, adding over \$5 million to the fund balance in FY2021.

“BUDGET CORNER”

- ♦ **JANUARY 7, 2022**—Due date for Departmental FY2023 Budget Requests
- ♦ **JANUARY 10 to FEBRUARY 11**—FY2023 Budget Meetings with all Department Heads and Budget Managers (**meetings will be recorded** for viewing by the Board of Supervisor Members)
- ♦ Board of Supervisors Pre-Budget Work Sessions:
FEBRUARY 17 FEBRUARY 23 MARCH 1
- ♦ **MARCH 8**—Introduced Budget will be presented
- ♦ Board Budget Work Sessions (if needed):
MARCH 16 MARCH 29 MAY 3
- ♦ **APRIL 26**—Public Hearing on Tax Rates & Budget

“PAYROLL CORNER”

DECEMBER 30—Pay day (December 31 is a holiday.); last payroll deduction for 2021 Charitable Giving contributions

JANUARY 14—2022 Charitable Giving deductions begin

JANUARY

- ♦ **Employer/County HSA contributions—JANUARY 14th**
- ♦ **No leave accruals—until February leave rollover**
- ♦ **2021 W-2s will be distributed by the end of the month**

FEBRUARY

- ♦ **Leave Rollover**
Leave accruals from January Holiday repay provided to public safety employees
Volunteer Leave provided Charitable Leave provided
Healthy Living Day provided
- ♦ **2021 Compensation Statements issued**

BE ON THE LOOKOUT FOR...



• **FY2023 Budget —**

- Department Heads will submit FY2023 Budget Requests by **January 7, 2021**
- Introduced Budget presented on **March 8, 2022**
- Public Hearing on Tax Rates and FY2023 Budget on **April 26**
- Budget Adoption **May 10**

- **Quarterly Financial Report**—The December 31 2021 Quarterly financial report will be presented to the Board of Supervisors on Tuesday January 25

Mindful Moment Manager

Don't forget to manage your tax withholdings—

- ♦ If you owe taxes for 2021, consider increasing your federal and/or state tax withholdings in 2022.



Plan for retirement—

- ♦ If you're a VRS Hybrid Employee, consider increasing your Hybrid Voluntary contribution to VRS.
- ♦ Start a Deferred Compensation Plan to put away funds for retirement or increase your contributions if you already have a plan. For 2022, the annual limit is \$20,500; \$27,000 if age 50 or older.



WHERE CAN I FIND..... AND HOW DO I?

The Finance Team has prepared a variety of instructions for routine processes that can be accessed using the links below (Ctrl left click) or on the County's V: Drive in "the bucket".

Instructions can be found here: V:\the_bucket\Finance

- [P-Card Coding in Bank of America "Works" & Submitting Receipts](#)
- [Printing your Monthly P-Card Bank of America "Works" Report](#)
- [How to Enter my Hours Worked into Employee Self Service \(ESS\)*](#)
- [How to Read your Paycheck Stub](#)
- [How to Enter a Purchase Requisition in Munis*](#)
- [How to Approve a Purchase Requisition in Munis \(Supervisors\)*](#)
- [How to Run a Munis Year-to-Date Budget to Actual Report*](#)

*Must be an authorized user and have appropriate Munis/ESS System access.

The [Adopted FY2022 Budget](#) and the most recently completed audited financial statements can be found on the [County's website](#).

https://www.princegeorgecountyva.gov/departments/finance_department/docs_and_reports.php



Contact us—we are here to help!

Phone (804) 722-8710

Email finance@princegeorgecountyva.gov

Or email us individually