



The Finance Focus



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GFOA Award Received!

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **County of Prince George** for its Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2020. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.



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



Join us in Welcoming New Finance Staff!

Michelle Jackson is the new Procurement Officer for the County and joined our team on May 16, 2021. She has been a resident of Prince George County for 18 years and is very proud to be an employee of the County.

Michelle started her career in procurement with the Virginia Department of Emergency Management where she obtained her certification as a Virginia Contracting Officer in December of 1998. She also worked for the City of Hopewell for over 9 years and most recently Riverside Regional Jail for 11 years. These three positions have allowed her to gain a wide variety of experience. She has become known as the baker of the Finance department, so she would like to share an old recipe that she has made for her work family as well as the members of the Disputanta Volunteer Fire Department of which her daughter is a member. Michelle eats a gluten free diet so this recipe can be made either way.

Best-ever Brownies

½ cup melted butter
1 cup sugar

1 tsp vanilla
2 eggs
½ flour (can be replaced with a gluten free flour, I use King Arthur)
½ baking cocoa
¼ tsp each baking powder and salt

Preheat oven to 350 degrees. Combine ½ of butter, sugar and vanilla in a large bowl. Add eggs, beat well with a wooden spoon, add flour, cocoa, baking powder and salt; mix until blended. Spoon into a greased 9x9 baking pan and bake for 20 to 25 minutes or until brownies pull away from the edges of pan.

Mickey Kienzler is our new Accounts Payable Clerk. After moving around for 23 years while her husband was Active Duty Army, she and her family decided to settle in Prince George County in 2010. Mickey began working as a Deputy in the Commissioner of the Revenue's Office in 2014 and held that position for just over 6 years. In April of 2021, she accepted a promotion to her

current position of Accounts Payable Clerk. She has truly enjoyed becoming a part of the Prince George Community.

Monica Thompson is our new Financial Reporting Accountant. Monica joined our team as a part-time employee a year ago and that led to full-time employment on August 1. She comes to us with almost 20 years of experience in the banking and investment industry. She is a graduate of Virginia Tech where she majored in Finance and minored in Economics. She and her son, Declan, moved from Henrico County back to her hometown of Colonial Heights a few years ago.





NATIONAL PAYROLL WEEK 2021

NATIONAL PAYROLL WEEK WAS CELEBRATED

September 6 through September 10

National Payroll Week was founded in 1996 by the American Payroll Association.

Did you know...

- National Payroll Week is an annual celebration and follows the Labor Day holiday?
- Approximately 2.4 trillion dollars are deducted from payroll checks and submitted to the U.S. Treasury each year? That is 70% of the U.S. Treasury's annual revenue.

Employees had the opportunity to participate in the celebration by submitting a Word Search and Word Scramble puzzle sent out to all by email. The participants were entered into a drawing for a chance to win a \$25 gift card.

Congratulations to our winners!

Cherokee Crutchfield of the Treasurer's Office won a gift card to the Cheesecake Factory and an extra Pay Day

Jeffery Chance of General Services won a gift card to Lowes and an extra PayDay



Did you know...the PayDay candy bar was introduced in 1932 by Frank Martoccio and since 1996 it is produced by the Hershey Company?



Thanks to all who participated and we look forward to celebrating with you again next year!

BE ON THE LOOKOUT FOR...



- **County Annual Charitable Giving Campaign communication**—will run November 15th – December 17th 2021. Payroll deductions for this campaign begin in 2022. Communication coming soon!
- **Leave Payout opportunity**— employees can request a leave payout of up to 40 hours once per year. More information to come via email about the November payout. Don't miss out!
- **FY2023 Budget** —Department Heads have submitted preliminary staffing needs and are working on capital need requests (due 9/23/21); operating request templates will be distributed shortly after quarter-end
- **Quarterly Financial Report**—The *preliminary* June 30, 2021 financial report was presented to the Board of Supervisors on Tuesday September 28



**OVER
THE LIMIT**

Mindful Moment Manager

Don't forget to manage your leave. Before you know it, we will be celebrating the holidays! Manage your leave so your leave balances don't exceed year-end maximums.

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As an annual “refresher” - here is a recap of **what the Finance Team does, and “who does what” ...**

Finance functions include—General Accounting, Accounts Payable, Budgeting, Financial Reporting, Grants Administration, Payroll and Procurement / Purchasing. We produce the Annual Budget, including the Capital Improvements Plan and prepare the Annual Comprehensive Financial Report (ACFR—Audited Financial Statements)

Betsy Drewry,
Director

Oversees all County Financial Operations;
Prepares: Annual Budget, CIP; Annual Comprehensive Financial Report (ACFR); Quarterly Financial Reports; Board communications
Manages / Approves: federal and state grants; capital borrowing / debt issuances; invoices; journal entries

Prepares and processes payroll for all County employees (over 300 paychecks every payday); quarterly 941, State Tax and VEC Reports; W-2s and Annual Compensation Statements; **Manages** employee leave
Reconciles & distributes retirement contributions and benefits

Christine Collins
(Supervisor) & Cheryl
Riggins, **Payroll**

Mickey Kienzler,
Accounts Payable

Reviews, codes and pays accounts payable invoices; reviews all purchase card receipts submitted and modifies batch as required, scanning all documents into the financial system; assists with 1099 reporting; handles the mail and is the lead in answering phone calls for the Department

Supervises Accounts Payable;
Prepares monthly import of purchase card batch; Large County Account bank reconciliation; a variety of journal entries; quarterly appropriations; annual 1099s; annual unclaimed property report
Administers state Fire Program Fund reporting; Asset Forfeiture Reporting; provides support for the annual Capital Improvements Project process and the Annual Budget

Lori Robertson,
Accounting

Michelle Jackson,
Procurement

Prepares all Invitations for Bid and Requests for Proposals to procure goods and services in accordance with County policies; seeks vendor quotes and researches state and cooperative contracts when formal IFBs are not required; manages contract renewals; submits and monitors insurance claims with the County’s vehicle and property insurance provider

Prepares entries and bank reconciliations for all small bank accounts and investment accounts; prepares a variety of monthly journal entries and budget appropriations; assists with Annual Budget preparation and ACFR tables and reports; prepares a variety of other financial reports throughout the year; prepares quarterly billings to localities; assists in monthly purchase card management and distribution of cards

Monica Thompson,
Accounting

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"

GO TO: V:\the_bucket\Finance to Access the Following:

P-Card Coding in Bank of America "Works" and 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 HERE:

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