

# FINANCE DEPARTMENT

## 2021 ANNUAL REPORT

Finance Department functional areas:

- ⇒ **ACCOUNTING (INCLUDING ACCOUNTS PAYABLE)**
- ⇒ **BUDGETING**
- ⇒ **FINANCIAL REPORTING**
- ⇒ **PAYROLL**
- ⇒ **PROCUREMENT/PURCHASING**



**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

Prince George County Finance Department  
P O Box 68  
6602 Courts Drive  
Prince George, VA 23875  
804-722-8710



# ACCOUNTING

## 2021 ANNUAL REPORT

### WE PROCESSED:

- 791 Journal Entries
- 17,488 Invoices
- 13,060 Accounts Payable Checks / Wires

### WE PREPARED:

Monthly Bank Reconciliations for:

- County's main bank account
- 7 small bank accounts
- 8 State Nonarbitrage Program (SNAP) & 1 LGIP bank accounts (from bond issuances)
- 2 Investment Accounts (LGIP & VIP)

Quarterly reconciliations for Length of Service Award Program investment Accounts (LOSAP)

### Capital Improvement Process and Debt / Bond Issuances:

- ♦ **FINANCE ASSISTS WITH ANNUAL CAPITAL IMPROVEMENT PROGRAM (CIP) PREPARATION WITH COMMUNITY DEVELOPMENT AND CODE COMPLIANCE—THE CIP PROCESS WAS SUSPENDED IN 2021 AT THE DIRECTION OF THE BOARD. SOME FY2021 AND FY2022 PROJECTS HAVE MOVED FORWARD AND A MARCH 2022 BORROWING IS IN PROGRESS**

- ♦ **NEW ELEMENTARY SCHOOL—THE COUNTY ISSUED \$31,109,092 IN VIRGINIA PUBLIC SCHOOL AUTHORITY BONDS IN MAY OF 2021 FOR THE CONSTRUCTION OF A NEW ELEMENTARY SCHOOL THAT IS ONGOING. THE DEBT FOR THIS PROJECT WILL BE REPAID OVER A 30-YEAR TERM.**
- ♦ **OTHER PROJECTS TOTALING \$5.6 MILLION MOVED FORWARD IN FY2021**

SELF-CONTAINED BREATHING APPARATUS (FIRE/EMS); GENERATOR (SCHOOL—PGHS); DEFIBRILLATORS FOR (FIRE / EMS); COUNTY GARAGE EXPANSION PROJECT; SCHOOL TECHNOLOGY INFRASTRUCTURE; SCHOOL BUSES AND COUNTY VEHICLES

- ♦ **THE COUNTY HAS BOND RATING AA BOND RATINGS FROM MOODY'S AND S&P.**

# BUDGETING

## 2021 ANNUAL REPORT

### FY2022 BUDGET

- FY2022 Budget Document prepared and posted to Finance Webpage
- 333 page document that provides
  - Summary Budget Message and overview of County's Spending Plan for FY2022
  - Organization Overview and Community Profile
  - Line Item budget for General Fund; Six Special Revenue Funds, Debt Service and Water and Sewer Funds
  - Overview of Department Operations, Goals and Performance Measures
  - Capital Improvement Plan Overview
  - Authorized and Funded County Positions and Salary Tables



GFOA Budget Award received for FY2022 Budget; award received since 2011



The full budget document is posted to the County's web-page [DEPARTMENTS/FINANCE/FORMS, DOCUMENTS & REPORTS]

#### ADOPTED BUDGET SUMMARY—ALL FUNDS

Revenue Source	General Fund	Special Revenue Funds	School Funds	Capital Fund	Debt Service Fund	Utility Funds	TOTAL
Property Taxes	\$ 39,229,703	\$0	\$0	\$0	\$0	\$0	\$39,229,703
Local Collections & Taxes	10,987,881	2,821,610	1,594,135	-	-	6,640,000	22,043,626
State Funds	9,896,569	928,101	47,775,028	-	-	-	58,599,698
Federal Funds	1,881,862	354,496	11,245,109	-	-	-	13,481,467
Debt Proceeds	-	-	-	812,000	-	-	812,000
Transfers from General Fund	-	210,131	17,056,643	269,667	8,330,740	-	25,567,181
Transfers from Other Funds	594,679	-	-	-	796,636	2,191,600	3,582,915
Use of Fund Balance	-	179,218	-	-	-	42,337	221,555
Other	-	-	-	-	-	2,413	2,413
<b>TOTAL REVENUES</b>	<b>\$ 62,590,694</b>	<b>\$ 4,493,556</b>	<b>\$ 77,670,915</b>	<b>\$ 1,081,667</b>	<b>\$ 9,127,376</b>	<b>\$ 8,876,350</b>	<b>\$ 163,840,558</b>
<b>TRANSFERS IN</b>	<b>\$ 594,679</b>	<b>\$ 210,131</b>	<b>\$ 17,056,643</b>	<b>\$ 269,667</b>	<b>\$ 9,127,376</b>	<b>\$ 2,191,600</b>	<b>\$ 29,450,096</b>
<b>TOTAL REVENUES NET OF TRANSFERS IN</b>	<b>\$ 61,996,015</b>	<b>\$ 4,283,425</b>	<b>\$ 60,614,272</b>	<b>\$ 812,000</b>	<b>\$ -</b>	<b>\$ 6,684,750</b>	<b>\$ 134,390,462</b>

Expenditure Type	General Fund	Special Revenue Funds	School Funds	Capital Fund	Debt Service Fund	Utility Funds	TOTAL
Wages & Benefits	\$ 23,515,557	\$ 2,202,254	\$ 63,657,335			\$ 1,242,457	\$90,617,603
Purchased & Internal Services	4,581,345	391,128	2,452,769		5,500	3,120,185	10,550,927
Utilities & Communications	1,258,702	29,000	1,668,737			142,350	3,098,789
Insurance	221,734	1,098	219,746			14,000	456,578
Leases/Rentals	166,777	65,899	120,823			60,155	413,654
Travel & Training	221,929	44,879	790,678			4,500	1,061,986
Contributions to Other Entities	1,043,506	425,311	-			-	1,468,817
Materials/Supplies/Miscellaneous	1,599,161	136,096	4,221,888			682,000	6,639,145
Payment to Joint Operations	391,444	-	803,421			-	1,194,865
Capital Outlay	422,541	56,500	2,040,808	1,081,667		1,200,000	4,801,516
Public Assistance	2,937,375	15,000	-			-	2,952,375
Transfers, Debt Payments & Debt Reserves	25,870,302	1,126,391	594,679		9,121,876	2,410,703	39,123,951
Contingencies	360,322	-	1,100,031			-	1,460,353
<b>TOTAL EXPENDITURES</b>	<b>\$62,590,694</b>	<b>\$4,493,556</b>	<b>\$77,670,915</b>	<b>\$1,081,667</b>	<b>\$9,127,376</b>	<b>\$8,876,350</b>	<b>\$163,840,558</b>
<b>TRANSFERS OUT</b>	<b>\$25,867,181</b>	<b>\$946,046</b>	<b>\$594,679</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,042,190</b>	<b>\$29,450,096</b>
<b>TOTAL EXPENDITURES NET OF TRANSFERS OUT</b>	<b>\$36,723,513</b>	<b>\$3,547,510</b>	<b>\$77,076,236</b>	<b>\$1,081,667</b>	<b>\$9,127,376</b>	<b>\$6,834,160</b>	<b>\$134,390,462</b>

# FINANCIAL REPORTING

## 2021 ANNUAL REPORT

### ◆ FY2021 ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR)



- ◆ Prepared and submitted by December 15 (*Code of Virginia* deadline); Clean / Unmodified opinion

- ◆ Submitted to GFOA for Excellence in Financial Reporting Award (received award for FY2020 ACFR; award received since 2004)



#### ◆ GENERAL FUND OPERATIONS:

- ◆ Revenues exceeded budget targets by **\$3,816,955**
- ◆ General Fund, **Fund Balance grew by \$5,074,514** between 6/30/2020 and 6/30/2021; Fund Balance at 6/30/2021 = \$33,403,287 (31.01% of Expenditures)

### ◆ OPENGOV

- ◆ Finance posts County's financial activities to OpenGov—Financial Transparency Software to provide transparent information to all stakeholders



### ◆ GRANTS (STATE AND FEDERAL)

- ◆ Finance prepares quarterly financial reports and reimbursement requests for federal and state grants

Community Corrections Grant      Drug Court Treatment Grant  
School Resource Officer Grants (3)      Victim Witness Grant  
Commonwealth's Attorney— Coronavirus Emergency Supplemental Funding (CESF)  
FEMA Firefighter (FF) Grants (2)  
SAFER FF Staffing Grant      SAFER FF Recruitment Grant

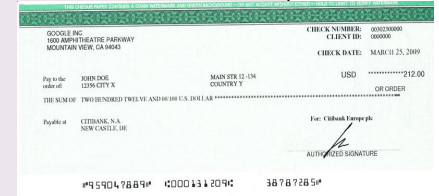


# PAYROLL & PROCUREMENT

## 2021 ANNUAL REPORT

### PAYROLL

- Payroll department processed and prepared:
  - Semi-monthly payroll for over 270+ full-time employees and over 160 part-time and seasonal employees, processing 7,831 checks and direct deposit advices
  - Monthly Deduction and Benefit reconciliations (Virginia Retirement System; Health Insurance; H S A Contributions; Deferred Compensation savings plans; voluntary cancer, accident and other indemnity insurance products)
  - 2020 W-2s
  - 2020 Annual Compensation Statements for County Employees
  - Quarterly Reporting
    - Federal & State Tax Withholding Reports
    - Virginia Employment Commission & Bureau of Labor Statistics



### PROCUREMENT/PURCHASING

#### ◆ PROCUREMENT FACILITATES PURCHASING ACTIVITIES FOR ALL COUNTY DEPARTMENTS

- ◆ Prepared and/or converted 366 Purchase Orders in FY2021
- ◆ Issued competitive solicitations during FY2021:

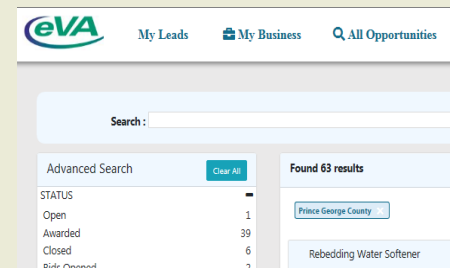


8 Quick Quote solicitations  
10 Formal Invitations for Bid  
6 Requests for Proposals  
Many cooperative contract utilizations (use of other federal, state and/or local contracts to purchase goods / services for County)

Sole Source Awards—5  
Emergency Awards—16

#### USE OF EVA PLATFORM

The County uses eVA (the Commonwealth of Virginia's purchasing system) as its platform for issuing and reporting competitive solicitations to the eVA system. All ongoing and awarded solicitations are posted on eVA by link from the County's main webpage and the Finance Department's webpage.



#### RISK MANAGEMENT & SURPLUS SALES



31 insurance claims reported

The Procurement Officer also manages and reports insurance claims and lists any surplus property on govdeals.com



# AMERICAN RECOVERY PLAN ACT FEDERAL FUNDS

## 2021 ANNUAL REPORT

**THE COUNTY RECEIVED \$3,724,810.50 IN FEDERAL AMERICAN RECOVERY PLAN ACT (ARPA) FEDERAL FUNDING IN AUGUST OF 2021 AND WILL RECEIVE ANOTHER TRANCHE OF \$3,724,810.50 IN AUGUST OF 2022**

- ♦ TO DATE, THE PRINCE GEORGE COUNTY BOARD OF SUPERVISORS HAS EARMARKED USING THE FUNDS TO:
  - ♦ Provide a car tax rebate to residents who saw an increase in vehicle values between 2020 and 2021 [Application Process opened on January 1, 2022]
  - ♦ Compensate call center and additional cleaning staff during the pandemic
  - ♦ Purchase a safe board meeting platform that allows for virtual board meeting attendance and viewing
  - ♦ Purchase an air filtration system for the Courthouse
  - ♦ THE **MAJORITY** OF THE FUNDS WILL BE EARMARKED TO PAY FOR **UTILITY INFRASTRUCTURE IMPROVEMENTS AND EXPANSION PROJECTS**