

Finance Talk

VOLUME 1, ISSUE 3

OCTOBER 1, 2013

SPECIAL POINTS OF INTEREST:

- Welcome new Finance employee
- Charitable Contributions
- Fraud, Waste and Abuse Hotline
- Tips and Reminders

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Welcome to our new Payroll Supervisor !

Please welcome the newest addition to the Finance office!

Corrie Hurt was born in California and moved to Virginia when she was 3 and is currently a resident of Prince Edward County.

Corrie started working for Cumberland County in 2002 where she moved from a housekeeper for Administration, to permit technician for Building Inspections to the Accounting Office. In Accounting, she was responsible for accounts payable, payroll, records management, processing utility bills and collections, creating personnel policies for the Board of Supervisors and State reimbursement processing (COIN), as well as a host of other functions.

Corrie was chairman for the Patriot Day Festival and member of the recycling taskforce.

She comes to Prince George County highly recommended by auditors from Robinson, Farmer, Cox and others.



Message from the Finance Director

This quarter has been quite the busy one for Finance! We have been preparing the upcoming FY14 budget document, holding payroll 101 sessions, closing out fiscal year 2013 and learning about Munis more every day! We hope you all have found Munis to be helpful and easy to use. If you have any ques-

tions or would like a tour around the system, please feel free to contact any of the Finance staff and we would be glad to assist. We welcome feedback on the payroll 101 training sessions and hope you find them helpful. Inside this newsletter you will learn more about the items Finance han-

dles on a daily basis. The work around here isn't just about numbers as you will see. We hope to provide you, the employees, with the best customer service that you deserve!!

Trish Davidson



It is that time again!

Time to start thinking about the 2014 Charitable Giving Campaign. In 2013, Prince George County employees pledged to give \$7,931.24 out of their paychecks.

| | |
|-------------------------|-------------------|
| Honor Above All | \$4,834.84 |
| United Way | \$1,096.40 |
| Prince George Promise | \$360.00 |
| Triad | \$120.00 |
| Burrowsville Fire Dept. | \$120.00 |
| Misc. | \$1,400.00 |
| | \$7,931.24 |

Trish Davidson
Finance Director
(804) 722-8710

Leigh Primmer
Procurement Officer
(804) 722-8715

Jami Engel
AP Supervisor
(804) 722-8711

Jean Hargrave
AP Clerk
(804) 722-8714

Corrie Hurt
Payroll Supervisor
(804) 722-8719

Ann Daniel
Payroll Clerk
(804) 722-8716

Honor Above All

Contributions to the Honor Above All campaign ranked the highest for all employee donations in 2013. Monies from this campaign will go toward a memorial scholarship fund to honor Captain Jesse Ozbat

who grew up in the County and attended Prince George High School. Captain Ozbat was killed while bravely serving our County. Please take the time to read the attached letter from the John Randolph

Foundation thanking Prince George employees for their generous donations.



Fraud, Waste and Abuse Hotline 804-722-8770

The County has an anonymous 24 hour hotline set up to report fraud, waste and abuse within County government. Employees and citizens of the County can call in and leave messages to report their concerns.

When calling in to the Hotline, please leave the following information:

- * Circumstances of the incident
- * The department/subject involved
- * Any evidence available

*Beware of little expenses;
a small leak will sink
a great ship
-Benjamin Franklin*

VRS

Virginia Retirement System (VRS) has a website where employees have the ability to view their member contributions and project what their retirement benefit payout will be using a variety of scenarios. Your VRS account will give you secure access to the most current information in your member account so that you can see where you are on your "road to retirement". You can access this information at <http://www.varetire.org> under the myVRS access tab. If you have not already created your account, you can register very quickly and you will have a wealth of information about your account available at your fingertips in seconds.

VRS Question:

There are some employees that are asking what happens to my VRS benefits when I am on military leave?

Many of your VRS benefits continue while you are on active duty military service:

Although you do not earn **service credit** while on military leave, it can be granted at no cost once you return to a VRS-covered position. You can apply for service credit at any time if you are not dishonorably discharged, return to covered employment within one year of discharge and do not take a refund.

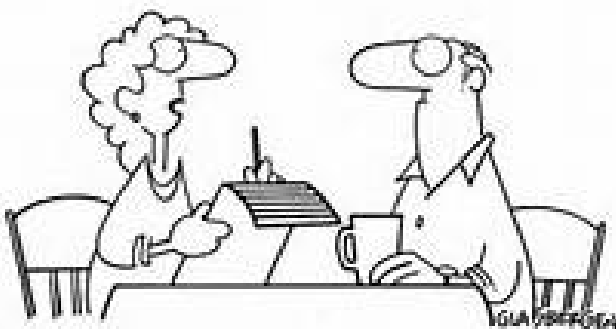
Your Basic Group Life Insurance coverage continues for up to 24 months or for as long as you are on military leave provided you or your employer pay the premiums. If you have optional group life insurance, your coverage continues if you pay the premiums and remain covered under the basic group life program.

Your VRS death-in-service benefit continues. If you die during your service, your Member Contribution Account will be refunded to your named beneficiary. If you are vested at the time of your death and your named beneficiary is your spouse, minor child or parent, he or she may choose a refund or a monthly benefit.

You will not be able to contribute to the 457 Plan during military leave unless you continue to receive compensation from your employer. If you return to employment with an employer offering the plan, you may contribute the amount of deferrals you were unable to make during your period of military leave.

If you are eligible, you can apply for disability retirement at any time while on military leave.

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"We can afford to retire in 20 years, but only if our credit cards retire in 10 years."

Help us celebrate Accounts Payable Week

October 14-18

Answer the following questions for a chance to win a \$20 gift card for each day



Monday: What is the average time to pay an invoice after an item is purchased?

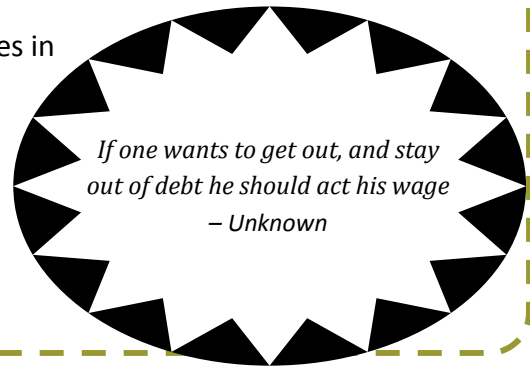
Tuesday: How long does Finance spend on one invoice from the time we receive it to the time the check goes in the mail?

Wednesday: 1: sensepex 2: dafnu 3: popsrvala 4: aiiyliblt 5: stcpreei 6: velart tzoanthriiou 7: doignc 8: sptaynem 9: cisvnioc 10: sinmu

Thursday: What is the average that Accounts Payable writes in checks weekly?

Friday: How many Accounts Payable codes are there set up in Munis (This is why it helps us when you code your invoices)

Call Jami Engel with answers to questions (804) 722-8711



Tips and Reminders

When ordering from Office Depot, remember to try to consolidate orders. It is best to not place an order until it reaches a least \$50. Consolidating orders saves on processing cost for Office Depot and that in turn lowers their operating costs which can then be passed on to us in the form of reduced pricing.



When employees are purchasing safety shoes for work, remember the County uniform policy states that employees can purchase shoes annually for up to \$120. If shoes are purchased for more than \$120, the employee must make up the difference.

**Office
DEPOT**

Please remember when employees are shopping at local store to take the Sales and Use Tax Certification of Exemption; this form exempts us from local tax. This form can be picked up from Finance, but we will need a little notice. The Sales and Use Tax Certificate of Exemption form should be used each and every time an employee's goes to a store that does not automatically exempt Prince George County from taxes. The form should then be turned back into to Finance upon returning.



AS OF OCTOBER 1ST, SALES TAX WILL NO LONGER BE REIMBURSED



JOHN RANDOLPH FOUNDATION

August 22, 2013

County of Prince George Finance Department
PO Box 68
Prince George, VA 23875

Dear Employees of Prince George County:

On behalf of the John Randolph Foundation board of trustees, thank you for your generous gifts to assist with the establishment of the Captain Jesse Ozbat 'Honor Above All' Memorial Scholarship. Your thoughtful gifts will be listed in a future issue of the Foundation's newsletter, *The Catalyst*.

Your contribution will assist Captain Ozbat's family and friends in building an endowed scholarship in his memory. Captain Jesse Ozbat was known for his courage, his dedication and his leadership; he is the perfect role model for students to aspire to be like. Others who knew Captain Ozbat have said it best:

"He had a leadership quality that made everyone look up to him."

"Jesse was always very caring for the boys in the platoon and a hard working young man. I am proud to have called him friend and to have worked with him."

"I met Jesse in JROTC at Prince George High School. Even then we saw Jesse's commitment to the troops, his Esprit de Corps was unparalleled, and he had a presence of leadership which I could only equate to that of a big brother."

"Time and time again, he would work himself either to a stupor at his desk, or fall asleep at it due to the hours he put in."

Captain Ozbat's family felt that establishing this scholarship would be a fitting memorial and a way to honor his memory by assisting other special young people to further their education beyond high school. The John Randolph Foundation is honored to be part of this effort.

Again, thank you for your support of the Captain Jesse Ozbat 'Honor Above All' Memorial Scholarship. We will notify the Ozbat family of your most thoughtful gift and I would ask you to please share this letter with all the PG County employees.

Sincerely,

Lisa H. Sharpe
Executive Director