

Finance Talk

OCTOBER 1, 2014

SPECIAL POINTS OF INTEREST:

- Employee Spotlight
- Annual Leave Payout
- Budget Preparation
- Reminders

INSIDE THIS ISSUE:

- Department Staff 2
- Optional Life Updates 2
- Budget Preparation 3
- Budgets in Munis 3
- P-Card Reminders 4
- Shipping with UPS 5

Employee Spotlight:

Lori Robertson was born and raised in Prince George County and graduated from Prince George High School. She still lives in the county with her husband Jon, whom she has been married to for 24 years and has one daughter.

Her interest in accounting began during her years at Prince George High School and with assisting in the bookkeeping at her parents gas station in Hopewell. After attending Richard Bland College and graduating from Kee Business College, she began her career with ARAMARK as an accounting clerk. During her time ARAMARK she worked as a manager running day to day operations and was also their Richmond District Finance Champion for several years.

Lori is excited to join the Prince George Finance team and to be working for the citizens of Prince George County. In her new position of Financial Reporting Accountant, her day to day responsibilities include reconciling of various accounts including checking and taxes.



As a local government, we are to always be protective of the public's trust. We serve the citizens of Prince George County and with this responsibility, we are to be ever mindful of how we handle the County's business. The County does have in place a Fraud, Waste and Abuse Hotline for reporting of questions and/or concerns.

Prince George County Fraud, Waste and Abuse Hotline:

(804) 722-8770



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

Lori Robertson
Financial Reporting
(804) 722-8712



Annual Leave Payout set for November 14th payroll

It's that time of year again for the annual leave payout. The form was sent to all employees for completion. Full time employees can receive a maximum of 40 hours of annual leave and Part time regular employees can receive a maximum of 20 hours of annual leave. All forms must be received in Payroll by the October 15th deadline for payments to be made on November 14th payroll. Remember, to be eligible, you must have taken a minimum of one workweek of annual leave within the prior twelve-month period

Optional Life Insurance Updates

The common date for salary updates with Minnesota Life insurance is in October of every year. The cost of your optional life insurance is determined by your age at the common date of October 1st. Rates will be updated on the October 15th paycheck according to the table below if your age has shifted into a new age bracket:

****Monthly Premiums per \$1,000 of Insurance****

<u>Age of Insured member or spouse</u>	<u>Cost</u>
Under age 30:	\$0.05
Age 30-34 :	\$0.05
Age 35-39:	\$0.06
Age 40-44:	\$0.09
Age 45-49:	\$0.14
Age 50-54:	\$0.20
Age 55-59:	\$0.33
Age 60-64:	\$0.65
Age 65-69:	\$1.15
Age 70+:	\$2.06

Be on the lookout for upcoming budget meetings



How do you prepare for these meeting? Print your YTD Budget and review.

Not sure how to print the budget ???

<u>"Old Munis"</u>		<u>"New Munis"</u>
Departmental Functions		Departmental Functions
YTD Budget Report		Advanced down arrow Segment find (top row)
Seg Find		Department Code
	**Limited to the Department you have access to	
Department Code		Report options (top row)
Green Check		Bottom Half
Report Options		Print Options
Bottom Half		Year/ period
Print Options		Additional Options
Year/ period	2015/ 13	From yr./ per
Additional Options		To yr./ per
From yr./ per	2015 /1	Green Check
To yr./ per	2015/13	OK
Green Check		Return (top row)
OK		Display in PDF or Excel
Red X in top right corner		
Display in PDF or Excel		

Use or Lose time is fast approaching

The end of the year is fast approaching.....don't forget that you may have time that you need to "Use or lose". Department Directors have a list of all time that their employees will need to use or lose by the end of December. Please check with your Department Director and plan accordingly.



Employee's Responsibilities for County issued P-Card

- \$ Review Works monthly – even if P-Card has not been used
- \$ Attach all receipts, including PO's, and travel authorizations
- \$ Use P-Card at local stores; store accounts are no longer valid
- \$ Review Works report and turn into Finance within 10 days
- \$ Make sure to have county ID on hand when making purchases
- \$ **When using the P-card at Wal-Mart, ask the cashier to hand key the number in**



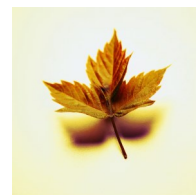
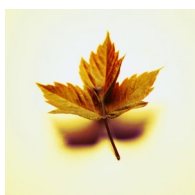
Anyone in need of a requisition refresher class? With the implementation of the upgraded Munis, the look of the system is significantly different than what most employees had become accustomed to. Contact Leigh Primmer to get your name on a list for an upcoming refresher session.

Failure occurs because of two reasons:

1. Doing things without thinking about them.
2. Thinking about things without doing them.



- AP Invoices are due Tuesday at noon to be paid on Friday
- All invoices should be coded with **Munis** codes by department heads
- If invoices are over \$3,000 purchase orders must to be attached
- Mr. Ashcraft has to approve invoices over \$5,000 that do not have a PO
- The County is **sales tax exempt**; please request a form when making purchases



"An investment in knowledge pays the best interest." - Benjamin Franklin

ESS Enhancement.....

Don't forget to utilize the "Resource" tab in your employee self-service. This gives you access to important benefit information, direct deposit forms, federal and state withholding forms, and much more! Just log in to ESS and click on the Employee Self Service tab on the right. Once your personal information is displayed, you will see Resources at the top right of the screen directly under your name. Click on that to access a wealth of information!

When planning for large mailings within your office, don't forget about planning for postage. The postage machine generally holds enough postage for the average weekly use of the complex. Large mailings eat into the weekly postage amounts and cause the machine to run out of postage or to not leave enough behind for other departments later in the week.

At least two weeks in advance (which is the lead time for the a mailed check to be credited to our account through Pitney Bowes), as you are planning your mailing include contacting Jeannie and/or Leigh in the Finance Office to make them aware of your upcoming mailing so that postage can be properly anticipated.

For questions regarding postage – contact the Finance Office.



When ordering items, have them shipped through the County's UPS agreement. This will save money on shipping cost. Just give your vendor the County's UPS account number and ask them to ship through our account instead of theirs. For questions, on the UPS account, please contact Leigh at (804) 722-8715.

Prince George UPS Account # E2R027