

Finance Talk

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SPECIAL POINTS OF INTEREST:

- Employee Spotlight
- Prince George Co. Mission
- Payroll Highlights
- Finance Year in Review

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Employee Spotlight: Jeannie Hargrave

Anyone who walks in the door of Finance is always greeted by a familiar, smiling face. That person would be considered the face of Finance, Jeannie Hargrave. Jeannie started with the County in July 1984 as a secretary in the Planning Office. She was transferred to Finance in the Accounts Payable section where she still continues to serve the County today.



Jeannie was born and raised in Prince George and even graduated from Prince George High School. She still lives within the county and has 2 daughters, and 5 grandchildren who also live in Prince George County.

Most employees, if they do not know anyone else in Finance, know Jeannie. Jeannie is truly an asset to the Finance office as well to Prince George County with almost 30 years of service.



Message from the Finance Director

The FY15 budget is underway. Departments have turned in their budget requests and meetings with the County Administrator will begin soon. The FY15 County Administrator's proposed budget goes to the board on February 11, 2014. Finance is watching the actions of the General Assembly very closely to see how state revenues will affect the County. Stay tuned for more details.

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

Finance is making every dollar count...

Earlier this year, Accounts Payable contacted every current vendor asking for a percentage discount in return for prompt payment. Many vendors declined our offer; however several accepted our agreement and welcomed our discount terms. These discounts have had a positive impact on every department. We continually ask every new vendor if they will take part in our new program. **Finance is happy to announce that we have saved over \$6,000 since July 1st.** We would like to challenge each department, if you have a working relationship with a vendor, to ask them if they would be interested in our prompt payment program.

Working the Mission

With the release of the County's new mission statement, Finance met to discuss how the office is currently fulfilling this mission and ways to improve and ensure the mission is always the foundation of how we operate in our daily jobs.

We brainstormed ideas and discussed ways to keep the office mission minded.

Of course, the best way to wrap up any meeting is with a home-made chocolate cake!



It is the mission of Prince George County to provide a balanced quality of life for our citizens. We will provide residents and businesses with equal access to high quality services in a fiscally responsible and prudent manner. We affirm to continue to practice sustainable development throughout the County.

Payroll Highlights

The Compensation and Benefit letters have been distributed and there has been positive feedback stating that they are helpful to the employees. If there are any questions regarding the information contained in the letters, please contact Corrie Hurt, Payroll Supervisor.

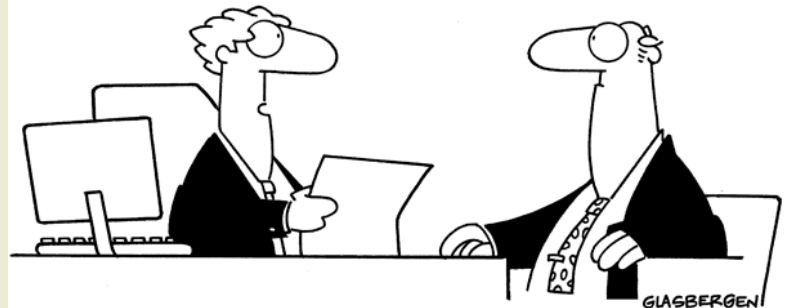
Payroll will begin the process for W-2's the second week of January and employees should be receiving them as soon as all of the information is verified on the reports. We hope to have them to all employees no later than mid-month.

If you need to make adjustments to your Federal and State withholding for 2014, please go into Employee Self-Service to make the changes.

There will be changes to the Aflac deductions on the pay check advices. All policies have been classified by what they are, for example; Accident, Short Term Disability, Hospital Confinement, Cancer, Life insurance, etc. If you have any questions regarding the information you see on your pay advice, please contact Corrie Hurt or Ann Daniel in payroll.

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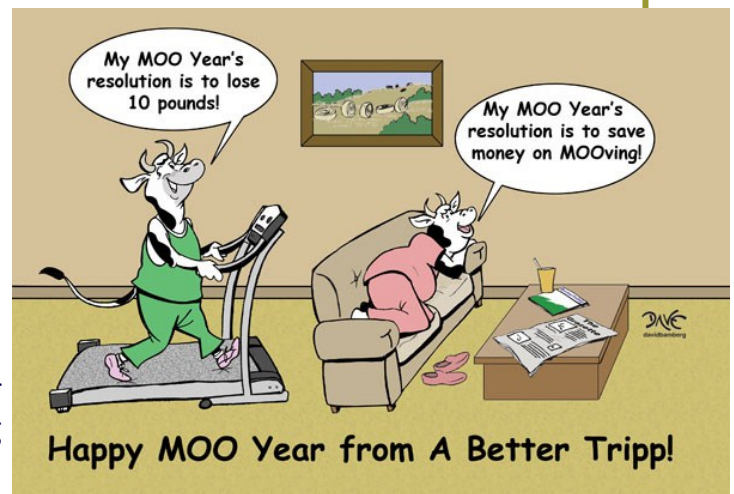
“Gas prices are rising, so people will be staying home and watching more TV. That means more time on the sofa and more coins under the cushions. To increase your cash flow, my advice is to buy more sofas.”

January 2014 - April 2014 will be the period where employee can opt-in to the VRS Hybrid plan. Corrie Hurt and Nancy Shaffer introduced employees to a “sneak peek” of what the Hybrid plan is and the PTO policy that corresponds to the plan. We are in the process of scheduling training sessions for employees for a more in-depth training of what the Hybrid plan is, how it will affect employees, and how to go into the VRS navigator to opt-in. **Be on the lookout for the training dates if you are interested.**

If you have not signed up for your member account through VRS, please visit www.varetire.org and sign up so that you can view your member benefit profile, take a look at the VRS Hybrid calculator, and look at your member account balance that you currently have with VRS.

2013—Finance Office Year in Review

- Implemented UPS shipping agreement throughout all County departments
- Implemented prompt payment discounts to vendors, saving \$6,000 since July 1st
- Completed first complete year in Munis Financial System—this included many hours of training for all Finance staff
- Trish Davidson graduated with the class of 2013 Lead Virginia program
- Corrie Hurt completed her Bachelors Degree in Business Management
- Jami Engel completed her Bachelors Degree in Business Management and Finance
- Implemented utility/telecommunication audit (after first 6 months have realized \$25,000 in immediate refunds and have about \$7,000 the County will see in continuous annual savings)
- The office received the Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for fiscal year ending June 30, 2012
- Department went through a re-organization without adding additional personnel which marked a significant change in the department and the services delivered to our customers



HAPPY NEW YEAR FROM
THE PRINCE GEORGE
COUNTY FINANCE OFFICE !!

Trish
Leigh
Jami
Jeannie
Corrie
Ann



Watch in the next couple of months for P-Cards coming to the County. This is a means of purchasing (still have to follow County policy) that will consolidate the billing process and enable us to write fewer checks (thus saving money), and will give the County a rebate percentage on the total dollar value purchased throughout the year.