



# Following Finance

October 3, 2016

Volume 2, Issue 1

## FY16 & June 30th Numbers of Interest:

- Payroll payments processed in FY16: 20,538
- AP payments processed in FY16: 13,177  
⇒ 61% via ACH vs. 39% paper check
- Total number of FY16 journal entries and budget transfers: 9,861
- Pcard volume for June: \$118,386  
⇒ Pcard volume for January 2016: \$60,437; June had 95% more activity than January!!!
- Total number of FY16 travels: 478

## Fall Update

After a flurry of events in the summer for fiscal year-end closing, we are happy to now be in a period of re-grouping and planning. We have a few projects in the works for the remainder of the year and one in particular should benefit a large group of employees.

First, the Financial Policies and Procedures maintained by the Finance Department is being revised. The updates to the policy are primarily housekeeping in nature. The revisions will be presented to the Board of Commissioners at

the October 18th meeting. For more information, see the section below.

Next, Procurement Card training is being scheduled during October for both cardholders and POEs. Cardholder training will provide an overview of the program, while the POE sessions will cover AccessOnline entry, reporting, and an review website features. For more information, see page 3.

Most importantly, Employee Travel training is being

introduced during October to City Hall Annex and City Hall employees. Other departments will be scheduled from November to March. We are excited to offer this training to employees and are currently developing the materials. Detailed information on this can be found on page 2.

In the next issue of this newsletter, we will discuss holiday deadline changes and other calendar year-end items. Enjoy the Fall season!

*Erin Ballou*  
Assistant CFO

## Inside this issue:

- Financial Policies and Procedures updates 1
- Military pay reminders 2
- Employee Travel 2
- Procurement Card Training 3
- October Calendar 3
- Travel Policy revisions 4
- FY2016 Unaudited Numbers 4
- November Calendar 4

## Financial Policies and Procedures Updates

The City's Financial Policies and Procedures were originally adopted on December 15, 1987. The version in use currently became effective on July 1, 2014. These policies and procedures cover a wide range of operational topics from Accounting and AP to Petty Cash, Fixed Assets, Procurement Cards, Debt and Investments to name a few. The updates being implemented are mainly to correct titles and to

make other minor changes. The more important updates include the new 25% General Fund reserve, a cold check policy change, and confidentiality requirements. The Travel Policy will also be updated as part of the Financial Policies. More information on Travel Policy changes can be found on page 4.



A draft of the policy is available upon request. The approved document will be forwarded to all POEs and Senior Managers after 10/18 and will be posted to the CLICK.

## Military Leave Information

In accordance with KRS 61.394, any reserve component of the armed forces of the United States shall receive full pay while in the performance of duty or training in the service of the state or nation under competent orders, not to exceed 21 calendar days or fifteen working days. If leave is not utilized

within the federal fiscal year (October 1st to September 30th), the leave may be rolled over to the next year. Any unused military leave shall expire two years after accrual.

**Active employees are required to forward a copy of all military orders to Payroll and HR by September 30th.**



Once orders are received military hours will be dropped into New World

and available for use beginning October 1st.

## Employee Travel Training

Training on finance-related topics has continually been offered to POEs in recent years, but only procurement card training has been provided to non-POEs. We are changing that! Travel training to traveling employees is currently being developed and will begin to be offered in October to departments in the City Hall Annex and City Hall.

The training will review the Travel Policy and related documents, detail the travel process from start to finish, and include any unique departmental requirements or processes. Most importantly, a thorough explanation and review of the travel form will be included that will detail comprehensive, real world examples and completed forms for various situations.

POE input and assistance will be crucial to the success of this training. We will work with each POE in advance to tailor the training to the respective department. It's not too early to start thinking about what to include for your department. Also, consider the best approach to train your people. Some departments will schedule employee training by division, while others may prefer a different setup. Feel free to also begin looking at specific dates and times. We can update our calendars as far in advance as you wish.

The goal with this training program is to reach every traveling employee and familiarize each with the policy and form to ultimately reduce travel errors and speed up any AP payments and/or reimbursements. Many department POEs complete travel forms for their employees; this training will not change that, but only educate the employees of their responsibilities and how to assist the POEs.

### **Tentative Agenda:**

- I. Travel Policy
- II. Travel Process A to Z
- III. Department Travel Requirements
- IV. How to complete the Travel Form
- V. Comprehensive Examples
- VI. FAQs, any discussion, feedback

Below is a tentative schedule of months and assigned departments. POEs will be contacted at least a month prior to the training to finalize materials and complete any scheduling. If you have any questions or ideas, please contact Erin.

### **Documents to be provided & covered:**

Travel Policy  
GSA Per Diem Rate schedule  
Travel Form

### **Schedule through December:**

October—City Hall Annex, City Hall depts  
November—NCS  
December—Public Works (Adm/Fleet/ Ops)  
January—Parks & Rec, Golf  
February—Fire  
March—Police



"I don't care how much you roll around the office, you can't claim the miles as a business travel expense."

# Procurement Card Training

## P-card Cardholder Training

### Who should attend:

Employees issued a **City Procurement Card**, newer cardholders are required to attend.

**Is attendance mandatory?** Only for newer cardholders, who will be notified. Attendance is optional, but encouraged, for all other cardholders.

**What will be covered:** A review of the p-card program including allowable purchases, how to request changes, what to do if your card is denied, FAQs, etc.

**When & Where:** October 20th, 24th and 25th in the Finance Conference Room.



**How:** Use the Finance Training document #652694 to sign-up. Reminders will be sent the week of the training.



## POE P-card Training

**Who should attend:** POEs responsible for **maintaining department p-card purchases**, including

entry to AccessOnline, collection of receipts, and budget review for purchases.

**Is attendance mandatory?** No. POEs are encouraged, but not required to attend.

**What will be covered:** AccessOnline data entry for purchases, AccessOnline reports, how to review NWS budgets before Finance calls, how to check purchase limits, how to review denied purchases, receipt collections, etc.

**When & Where:** October 26th, 27th and 31st in the Finance Conference Room.

**How:** Use the Finance Training document #652694 to sign-up. Reminders will be sent the week of the training.



**Property Tax notices** will be distributed in mid-October. The bills will now include bar coding; remember to bring this in for easy scanning and paying!

# October 2016

Mon	Tue	Wed	Thu	Fri
3 Payroll hours entered and approved by 12:00 noon	4	5	6	7 Pay Date
10	11 Travel Training for CH/CHA employees 9:00–10:30 am	12 Open Enrollment begins Travel Training for CH/CHA employees 2:00–3:30 pm	13 Travel Training for CH/CHA employees 9:00–10:30 am	14
17 Payroll hours entered and approved by 12:00 noon Travel Training for CH/CHA employees 9:00–10:30	18	19 Employee Health & Wellness Fair 7:30-11:30	20 Travel Training for CH/CHA employees 9:00-10:30 am Cardholder P-card training 2:00–3:00 pm	21 Pay Date
24 Cardholder P-card training 2:00–3:00 pm	25 Cardholder P-card training 10:00–11:00 am	26 Open Enrollment ends POE P-card training 2:00–3:00 pm	27 POE P-card training 2:00–3:00 pm	28
31 POE P-card training 2:00–3:00 pm	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"> <p><b>*** Taxable Uniform Forms Due before 10/17:</b> Taxes will be applied to wages on the final payroll of October ***</p> </div>			

Property tax notices will be mailed mid-October

# Travel Policy Revisions

The Travel Policy currently in place was adopted over 8 years ago in February 2008. This policy is now being updated and will be **effective after BOC approval scheduled for 10/18/16**. Similar to the Financial Policies and Procedures, many of the updates are housekeeping in nature, but the more important changes are detailed below.

## Primary Changes:

- ✓ Eliminate pre-notification for one-day trips and travels without requested advances
- ✓ Define 'Working Days' as regular City business days of Monday

through Friday

- ✓ Replaced all references to Publication 1542 with GSA

- ✓ Allow per diem rates for continental breakfasts

- ✓ Specify that mileage route calculations will begin at the traveling employee's place of assignment



- ✓ Eliminate rental car insurance requirement

- ✓ Added mileage per diem allowance of 10 additional miles per trip for those using a personal car

- ✓ Added section to address international travel

As with the Financial Policies, a copy of the current draft of the revised Travel Policy is available upon request. After the revisions are approved, the Policy will be distributed to all POEs and will be posted to the CLICK.



## FY16 Unaudited Results

General Fund Revenue	\$65,794,000	+4.7% over FY15
General Fund Expenditures	\$67,031,000	+12.7 over FY15
All Funds Revenue*	\$117,202,701	+8.5% over FY15
All Funds Expenditures*	\$108,494,310	+0.6% over FY15

\* Excluding debt refinancing revenue & expenditures

# November 2016

Mon	Tue	Wed	Thu	Fri
NCS Employee Travel dates to be scheduled	1 Non-Cash Vehicle Forms distributed	2	3	4 Pay Date
7	8	9	10	11 Veteran's Day
14 Payroll hours entered and approved by 12:00 noon	15	16	17	18 Pay Date
21 Early AP Batch deadline 4:00 pm for holiday	22	23 Non-Cash Vehicle Forms due to Payroll	24 Closed—Thanksgiving holiday	25 Closed—Thanksgiving holiday
28 Payroll hours entered and approved by 12:00 noon	29	30		

\*\*\* Taxable Uniform Forms Due before 11/14: Taxes will be applied to wages on the final payroll of November \*\*\*