

# Prince George County Public Schools



## Comprehensive Plan 2016 -2021

Updated October 2021  
Finance

*Shared as an Informational Item on May 9, 2016  
Discussion and Public Hearing Held June 13, 2016  
Approved by the School Board on July 11, 2016*

## Review of Progress and Revision Schedule

The 2016-2021 Comprehensive Plan will be reviewed annually and an assessment of the progress made in achieving the goals and objectives will be conducted. A report on the extent to which the objectives of the plan are being achieved will be made to the School Board annually using the following schedule. If revisions to the plan are required, revisions will be made available for public inspection and at least one public hearing will be conducted to solicit public comment on requested revisions.

September 2016	Assessment of Progress for 2015-2016
<b>October 2016</b>	<b>Update to School Board</b>
September 2017	Assessment of Progress for 2016-2017
<b>October 2017</b>	<b>Update to School Board</b>
September 2018	Assessment of Progress for 2017-2018
<b>October 2018</b>	<b>Update to School Board</b>
September 2019	Assessment of Progress for 2018-2019
<b>October 2019</b>	<b>Update to School Board</b>
September 2020	Assessment of Progress for 2019-2020
<b>October 2020</b>	<b>Update to School Board</b>
SY 2020-2021	Review and Revision of Comprehensive Plan
June 2021	Present Draft of 2021-2026 Comprehensive Plan For Discussion and Public Comment

**2016-2021 PRINCE GEORGE COUNTY SCHOOLS COMPREHENSIVE PLAN**

**Target area for improvement: Finance**

<p><b>Strategic Goal:</b> To provide students with knowledge and skills to exceed state, national, and international standards</p>	<p><b>Objective 1:</b> To support the Recruitment, Hiring and Retention of Highly Qualified Teachers and Support staff</p>	<p><b>Targeted participants:</b> All employees</p>	
Action Steps	Baseline Data	Schedule/ Timeline	Evaluation/Accomplishment
<p>1.1 Create more efficient means of collecting employee timesheets</p>	<p>Paper timesheets</p>	<p>Year 5</p>	<p>All employees use MUNIS ESS electronic timesheets.</p>
<p>1.2 Crosstrain Finance Personnel to run payroll process</p>	<p>Employee job descriptions</p>	<p>Year 5</p>	<p>MUNIS Training was conducted by Tyler Technology personnel to educate payroll personnel in the use of ESS and processing the supplemental payroll, as well as running regular payrolls, using ESS. Each member of the Finance Staff has attended trainings and has ben cross-trained.</p>
<p>1.3 Provide improved customer service to our employees</p>	<p>Employee job descriptions</p>	<p>Year 5</p>	<p>Created position to focus on employee benefits, explaining to and enrolling employees, as well as accounting for those accurately in the payroll process to improve accuracy of benefits and tracking of such. FY21 was the first year, utilizing this position. It has been a benefit to both employees and to the payroll department, as it provides personal contact with employees and allows the deductions and invoices from the payroll to be reconciled more quickly.</p>

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<p>1.4 Begin supplemental pay runs</p>	<p>Pay Dates</p>	<p>Year 5</p>	<p>Tyler Technology personnel assisted Finance personnel in setting up necessary parameters to run a supplemental pay run. Supplemental pay runs began in October 2020, allowing PGCPS to pay part-time hourly employees, overtime, etc. on the 10<sup>th</sup> of the month following the month they worked.</p>

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### Target area for improvement: Finance

<p><b>Strategic Goal:</b> To provide students with knowledge and skills to exceed state, national, and international standards</p>	<p><b>Objective 2:</b> To ensure appropriate, conservative use of monetary resources, maximizing the utility of funding provided to support the school division’s mission in the most efficient manner.</p>	<p><b>Targeted participants:</b> All budget managers and stakeholders.</p>	
Action Steps	Baseline Data	Schedule/ Timeline	Evaluation/Accomplishment
2.1 Provide Budget Holders with real time access to budgets	Account lines	Year 5	Provided access to all budget holders to view account lines and budgets. Began having budget holders enter their budget requests directly into MUNIS. The budget process was conducted in this manner in November of 2020 to begin the compilation of the FY22 budget.
2.2 Improve Accounts Payable & Purchasing Processes	Credit accounts and applicable access	Year 5	Provided P-Cards to departments for improved tracking of expenditures and savings as rebates. Continue to consolidate credit accounts, so that only one account per vendor exists.

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Action Steps	Baseline Data	Schedule/ Timeline	Evaluation/Accomplishment
<p>2.4 Ensure that procurement laws/regulations are observed and followed</p>	<p>Purchase Orders, contracts and RFP requirements.</p>	<p>Year 5</p>	<p>Purchase orders were required for all purchases and services ordered. Beginning in 2020-2021, all Purchase Orders utilizing PGCPS’ funds were electronic and processed in MUNIS.</p>
<p>2.5 Crosstrain all Finance Department Staff</p>	<p>Job descriptions for Finance Staff</p>	<p>Year 5</p>	<p>To ensure continuity of functions of the Finance department when employees are absent or resigned, all Finance Staff participated in Payroll Process training conducted by Tyler Technologies staff, and this included an oversight of Accounts Payable.</p>

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### Target area for improvement: Finance

<p><b>Strategic Goal:</b> To provide students with knowledge and skills to exceed state, national, and international standards</p>	<p><b>Objective 3:</b> To improve PGCPS budgets so that they are more closely aligned with the educational goals of the district, whereby, resources are dedicated to those activities which have the highest educational return on investment. Budgets will be instructionally focused, performance based, data-informed, and transparent.</p>	<p><b>Targeted participants:</b> Director of Finance, Executive Leadership Team, Superintendent.</p>	
Action Steps	Baseline Data	Schedule/ Timeline	Evaluation/Accomplishment
<p>3.1 To develop yearly budget in a transparent, collaborative process which includes stake holder’s involvement and produces a budget which supports PGCPS educational goals</p>	<p>Budget Documents</p>	<p>Year 5</p>	<p>In accomplishing this goal, resource re-allocation will be pursued as means to better target resources after “start, stop, and amend” program analysis. Budget allocations will be reflective of year-end balances. When allocations are more closely aligned, the year-end remaining balance will be lower as an indicator of efficiency. This enabled PGCPS to address much-needed projects during the course of FY21.</p>
<p>3.2 To develop yearly budget in a transparent, collaborative process which includes stake holder’s involvement and produces a budget which supports PGCPS educational goals</p>	<p>Current financial reports &amp; budget</p>	<p>Year 5</p>	<p>The Financial Reports presented to the School Board and posted for the Public were enhanced to include Financial Highlights. A comprehensive budget book was compiled and received ASBO’s Meritorious Budget Award. The FY22 budget book is in the process of being completed and reviewed by ASBO as part of the continuation of the development of a professional, informative budget book.</p>