



THE FINANCIAL FLOW

Business and Finance Bimonthly Newsletter



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Leader Letters *by Frank Hardymon*

Because of the many duties involved in the fiscal year-end closing process, June is a very busy month for units in the Business and Finance area. The Accounting Services and Budget and Planning teams will spend most of this month and part of July processing and coding the year-end transactions, adjusting budgets and finishing the financial reporting necessary to complete Georgia Gwinnett College's (GGC) Annual Financial Report, which is due to the University System of Georgia (USG) in August. Members of the Auxiliary Services team are working to prepare its public-serving operations for the return of students this fall and updates will be communicated via The Pulse.

The addition of federal funds to GGC's operations has increased the amount of major project work being funded by the college. As a result, the Purchasing department is working under a tight timeline to process a high level of procurement requests. Much of this activity requires full Requests for Proposals before the June 30 fiscal year-end deadline. **We greatly appreciate the efforts of our teams and thank the campus community for planning around the challenges created by the addition of federal funds that are required to be used within a short period of time.** These federal dollars, along with savings realized by the college in operating and personnel areas, have positioned GGC to fund several year-end projects that will benefit the college's students and the entire campus community.

In the coming weeks, the Business and Finance team will publish a report in The Pulse detailing how federal dollars are being used and provide additional information on projects being completed with available year-end funds. We also will host town halls to further discuss these topics. This information will be posted in The Pulse in the coming weeks.

ADMINISTRATIVE PROFESSIONALS AND BUDGET MANAGERS

by Donell Nixon and Vanessa Snavelly

We recognize that FY21 will go down in the history books as a unique year. We want to send a joint message to extend our gratitude for adhering to the fiscal year-end deadline of May 12 as we know that it took a great deal of planning and forethought by your teams to meet this deadline. Our offices are gearing up to close the financial ledgers for FY21, and your adherence to the cut-off date is a crucial step to making strategic decisions for GGC and ensures that our financial records are closed in accordance with the deadlines set by the USG office.

Looking forward to FY22, budgets will be available to spend on July 1, and GAFirst Financials will be available on July 7 for ePro, payment requests and travel processing. The GAFirst Financials Dashboard will be updated within the first two weeks of July with FY22 information. Future GAFirst Financials training sessions will be published in The Pulse and the Annual Budget Workshop will be held on June 8.

MEET THE TEAM



Meredith Wheeler's superpower has to be her gift of observation. She has the unique ability to slow down and gain perspective. This allows her to pinpoint issues and find solutions early, which comes in very handy in her role as the director of daily financial operations. **Meredith's favorite place is being at home on the beautiful island of Nevis, and she is the proud grandma of one, Maison, shown above!**



A LOOK AHEAD AND FRIENDLY REMINDERS

- Recently you may have experienced unexpected delays in mail service. The U.S. Postal Service has acknowledged these delays for both incoming and outgoing mail. As we work diligently to ensure the least number of interruptions, please remember that at GGC, campus mail typically arrives at 4:30 p.m. That mail is sorted, processed and delivered by noon the next day. As weather and staffing permit, a second mail delivery/pickup may happen in the afternoon. **GGC has no influence over the mail delivery process once it leaves the campus.** Please read the full memo [here](#) highlighting some best practices to ensure timely delivery.
- GGC's Mail Services will move to a modified operational schedule for summer 2021.
 - Monday-Thursday, 9 a.m.-4:30 p.m.
 - Fridays – No service provided from May 21-July 30
 - Saturday and Sunday – Closed
 - Holiday closures – May 31 and July 4
- As of May 17, the GGC vendor module became a part of USG Shared Services. All new suppliers and updates are now processed by submitting a W-9 and a Supplier Information Form to GGC's [Purchasing Department](#). These documents will be sent to the Shared Services Center. Please be advised that this process can take between 2-3 business days. **GGC Business and Finance has no control of the processing time.**
- **Travel restrictions with the USG have been lifted. Employees may resume requests for travel per the normal pre-pandemic approval process.**

UPCOMING TRAINING

Budget and Planning

- Annual GGC Budget and Planning Workshop – June 8

Accounting Services

- GAFirst Financials Dashboard Training – July 21
- Travel Training – July 28