



# Other Professional Service Options

**Payroll:** Is one of the most complex processes in the finance department. Automated software provides the base and streamlines the process but it does not teach the concepts. The smaller your jurisdiction the more responsibilities you will be performing. Many times these responsibilities include the roles of human resources, personnel and payroll processing. Understanding the differences and the complexities of each will help to reduce the potential for problems in the future. If you are new to the area of payroll this one day training will address:

- Personnel and Payroll Records (understanding the differences)
- Compensation
  - Hourly/Salary/Overtime/Paid Leave
- Employee Withholding
  - Federal 941 Taxes/State Deductions
- Employer Contributions and Benefits
  - Mandatory/Optional Benefit Programs
- Pay Day – Time Sheet to Payroll Check
- Reporting and Remitting
  - Taxes/Benefits
  - Annual Issues such as W2/W3
- Internal Controls Over the Payroll Process



**Grant Management:** Public Works projects are often funded through grants, or the grants are a contributing factor to the completion of an infrastructure project. The rules and regulations associated with these projects can often be complex. While a project is in the development stages, it is a good time to start organizing in anticipation of the bidding, construction, completion, closing and last but not least, the audit. There are numerous state laws associated with bidding and awarding public works but the regulations associated with the receipt of federal awards is even more complex. With federal awards you must maintain additional internal controls to ensure compliance. If you are a pass through agency, you are required to monitor the subrecipient activity. All grant projects require addition reporting at year end when you prepare a schedule of expenditures, either state or federal (SEFA) awards.

In order to comply with these numerous compliance issues and audit regulations either federal or state, contact Vision Professional Services for assistance and training.

**Internal Control Reviews:** Internal controls were once considered an issue that only larger governmental entities could implement. Good internal controls typically require manpower, time and money. With new auditing standards such as "Statement of Auditing Standard (SAS) 115" internal controls must be implemented at all local government operations regardless of size. Issues such as cash handling practices, financial statement reviews, asset management and others can present challenges. We can provide an assessment of your current controls and assistance with implementation of proper controls to assure the safeguarding of the public asset in addition to compliance with auditing standards.

Email [ps@visionms.net](mailto:ps@visionms.net) to get started today!

