

Facilities Management News

March 2020

Go to [FM Facebook](#) for job openings and to read FM events and announcements!

- **March 8**-Daylight Savings Begins
- **March 9-13**-Spring Break
- **March 9**-[Balanced Dukes Conference](#)
- **March 13**-JMU Closed
- **March 17**-St Patrick's Day
- **March 18**-[Diversity Conference](#)
- **March 19**-Spring arrives
- **March 20**-Deadline to Return Balanced Dukes Point Trackers
- **March 24**-[JMU Giving Day](#)

From your Associate Director...



Not many of us get to enjoy the luck of the Irish and find a pot of gold at the end of a rainbow. But all of us can learn skills and accept help that will empower us to take care of our own financial fitness. If your bank is charging too many fees or if they're too stiff in penalties, check out three credit unions that offer membership to state employees. Or, if you have a big car repair coming up or want to start planning your summer vacation and want reduced hotel rates, check out great [discounts offered](#) to all state employees. Make your pot of gold go further... *by keeping more of your gold in your own pot.*

Rodney Lam



...It's Not Too Late to Work With Pros Who Can Save Your Money!

All through the month of March, the Volunteer Income Tax Assistance, VITA program, where College of Business graduate students closely supervised by their tax professors, give free on-site tax return preparation and free online filing help. If FM staff whose income is \$65,000 or less bring their social security card, ID, their 2018 returns, tax records and W-2s on either Friday evenings 4-7:30 pm, and/or Saturdays 9am-1:00 pm to Memorial Hall, they'll get free tax return preparation and electronic filing. JMU students and their professors make a point of preparing mistake-proof returns, even with the help of Spanish translators. The VITA Program goal is accuracy... and that means FM staff can enjoy the highest possible refunds and owe the least possible taxes. Team FM will love working with these free JMU tax pros and keeping more of their hard earned income.



...2019 W-2s Are Ready!

For staff who opted to have JMU mail a W-2, it's in the mail. W-2s were posted January 23 to the address on file in My Madison. If you don't have yours by now, check your MyMadison Employee tab, to confirm that your address is correct. Answers about your W-2 can be found [online on JMU's website](#). Or contact JMU Payroll. W-2s are also downloadable from MyMadison if yours hasn't arrived in the mail. Your W-2 is needed when you take records to the VITA student volunteers who can prepare your tax returns for free.



FM readers want to know...

Who is watching the money? How does the accounting team manage FM's "pot of gold?"

Did you know that Facilities Management puts over 700 million dollars to work in a fiscal year? The way money arrives, and how every dollar is used has to be managed. FM leaders have been asked to be cost cutters. And FM's accounting team are the people in the driver's seat for helping leaders get that done.

...See the next page article for more.



In photo at left just some of the Accounting Team: Linda Shull, Susan May, Pam Young, Heather Huffman, and Lori Butler. Debbie Gordon and Tanga Faudree were unavailable.

Who's watching the Money? ...continued from front page



Imagine keeping tabs on 700 million of anything... 700 million names, 700 million keys, 700 million addresses. Think of the work, the stress, and the details to keep track of that much stuff. Now instead of just everyday stuff, insert the word "dollars." FM uses about \$700 million a year; and all \$700 million of those dollars have to be budgeted and allocated for the work performed by shops and services, and then billed back to allocated departments when the work is finished. Plus records have to be kept under state and federal laws *and* state and JMU policies when the money comes in and when it gets used. *Every dollar has to be tracked and traceable and justifiable on a moment's notice, if and when JMU or state auditors just walk in.* And time and leave records must be managed for every hour of the work done that the dollars pay for.

Lori Butler, Debbie Gordon and Heather Huffman with their staff know where every dollar originates and where every dollar ends up being put to work and track the time used and leave earned to get that work done. FM's accounting team oversees all required fiscal burdens and duties - *like approvals and denials, payroll leave hours and rates of pay reviews and corrections, auditing thousands of credit card charges, capital assets, losses or gains, write-offs, depreciation, red ink/black ink, appropriate forms and more.* Whew! *That's pretty weighty!* Is anyone's head spinning? Not in FM's accounting team—they handle every detail, and have done so with confidence for years!

Speaking of weighty... does anyone know: *some money is heavier than other money?* That is...*more heavily regulated!* Debbie Gordon's, and new crew (*drop in to welcome her!*) Tanga Faudree's, area of capital project money has far more oversight regulations than just Virginia and JMU finance protocols that regulate other accounting areas. Debbie experiences far more audit demands than other accountants. The kinds of money sources that Debbie manages vary. So, like a conductor in a conductor's pit, she has to orchestrate which money to use, how and when to use it. Some kinds of funds have to be spent before other kinds of funds can even begin to "kick in." *At any point in time*, about a hundred planning and construction projects are "in the air." The staggering record keeping demands of Debbie's job with multiple funding streams and hundreds of accounting demands can seem as complicated as juggling a dozen flaming torches in the air, all at once. No sweat. Team FM's Debbie Gordon is a master juggler!

Lori Butler seems to travel time. She prepares budgets to meet needs that materialize at different times in a year. She keeps a hand in the past, a hand in the present, and even at times a hand in the future. Lori has to analyze how successfully past budgets were strategized and whether they actually met or failed to meet the demands of JMU's many physical plant needs. She applies her know-how from having managed past budgets to the budget needs of each current year *and upcoming* fiscal years. To design a new fiscal year budget, Lori projects every possibility, every scenario of budgetary current and future needs that might pop up. Lori's budgets need to have money in place to fully fund existing buildings' maintenance needs, and also to be ready for new buildings' funding needs *day one* after contractors hand them over to Facilities Management. Her well-planned budgets must meet present and future, real as well as possible funding demands.

Most of Team FM gets to enjoy the benefits of the work the accounting team does. Paychecks magically appear in staff bank accounts. Leave records stay accurate so that every earned or granted leave hour is available when it's needed. Team FM hops in cars we're not paying for. We can just turn a key and drive a JMU vehicle to a job site. FM staff plan, inspect, oversee new construction watching steel girders rising from rough-graded ground. When Team FM is at last given furnished and functioning new or renovated buildings to maintain, financial resources are in place. Team FM's landscaping, cleaning, and repairing buildings is all first financially stewarded by the finance team so that ultimately JMU can achieve its mission.

Supporting it all, quietly crunching numbers, juggling flaming torches, doing department billing, traveling time, being the guardians of pay and leave, and much, much more, is Team FM's own accounting team.



Listen
a bit,
Learn
new things,

then take the

Lead!

What FM staff know about how to plan for their future is important for the here and now. No one should wait—its never too late—to learn about saving for retirement!



T&D Workshops

- Little Red Corvette ([TD2288](#)) 03/04/2020
- Little Red Corvette 2.0 ([TD2289](#)) 03/06/2020
- Pre-Retirement Planning ([TD1372](#)) 03/11/2020 & 03/18/2020
- Social Security 101 ([TD2333](#)) 03/19/2020
- Planning for Retirement Today! ([TD2265](#)) 03/24/2020
- Retirement 101 ([TD1212](#)) 05/21/2020

Watch for Listen, Learn, Lead each month for more training opportunities! In 2020, make your own pot of gold the most it can possibly be by learning new financial strategies.

[Register online here](#)

Don't Forget [InClassNow](#)
FM's March safety training, is Ladder Safety!

Investment experts from the finance organizations approved by the Commonwealth of Virginia for retirement investing will be on campus throughout the month of March. Investment counselors are taking appointments for private, individual consultations: March 3 - TIAA, Antoinette.lucas@tiaa.org, March 4 - Aflac, michael_glover@us.aflac.com March 11 - TIAA, [TIAA Scheduling](#) March 17 - ICMA-RC, [JMU Online Scheduling](#) March 18 - TIAA, Antoinette.lucas@tiaa.org, March 19 - FIRM, phil@firmadvisor.com