



School Dollars and \$ense

APRIL 2015

School Bookkeeper / Secretary Newsletter

The Resource Assistant Team in Finance Services is here to serve and support the Finance functions of our schools and departments.

Please contact our department with any questions you may have and we will be happy to assist.

Bookkeeping Resource Assistants
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Year end School Bookkeeper meeting:

Thursday, April 23, 2015 from 8:30 am – 12:00 pm. It is being held in Training Room C, Building 3. Some of the topics that will be discussed are:

- Year End Procedures
- Fee Supported Programs
- Blanket Purchase Orders
- Chart of Account changes for 2015-2016
- Internal Audit updates

Please plan on attending this meeting.

Excel Training

We have added 2 Intermediate sessions for April. The intermediate sessions will cover several topics including PivotTables. Trainings will be held in the Finance Computer Lab, Building 2.

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|------------|--------------|--------------------|
| • April 7 | Intermediate | 1:00 pm – 4:00 pm |
| • April 14 | Basic | 8:30 am – 10:30 am |
| • April 28 | Basic | 8:30 am – 10:30 am |
| • April 28 | Intermediate | 1:00 pm – 4:00 pm |

Updated Munis Quick Start Guides (QSGs)

The ERP webpage has been moved to its new location. With this move, all QSGs have been updated and posted on their page. You can still use the link on the Finance Services webpage to get to ERP's webpage or use their direct link below.

<http://www.pasco.k12.fl.us/otis/support/munis/>

April Trainings

Please contact one of the Bookkeeping Resource Assistants to reserve a space or if you would like to schedule an individual appointment. All trainings listed below have 2 sessions on the listed day (9:00 - 11:30 am or 1:00 - 3:30 pm). The trainings are held in the Finance Services Lab, Building 2.

- April 16 – Due to District Invoices
- April 22 - SchoolPay

May Budget Meeting

A mandatory budget bookkeeper meeting is scheduled to review the procedures related to developing the school's budget. There are 2 sessions available as follows:

- Wednesday, May 20th 12:30 – 3:30 pm
- Thursday, May 21st 8:00 – 11:00 am

Seating for each session is limited to seventy (70) participants. Please contact Jayne Haire at extension 42279 or jhaire@pasco.k12.fl.us by May 13, 2015 to RSVP.

Project 58999

Make sure to spend the old School Recognition funds (project 58999) as it will not roll to the 2015-2016 budget. If you have any questions about the remaining balance, please contact Jayne Haire.