



# ***District Dollars and \$ense***

MAY 2015

## **District 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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### **Excel Training**

Additional Excel basic and intermediate training classes are available in June and July. The training will be held in the Finance Services Lab, Building 2.

The schedule is:

- Wednesday, June 17 - Excel Basic Training 9:00 am – 11:00 am
- Wednesday, June 17 - Excel Intermediate Training 1:00 pm – 4:00 pm
  
- Thursday, July 16 - Excel Basic Training 9:00 am – 11:00 am
- Thursday, July 16 - Excel Intermediate Training 1:00 pm – 4:00 pm

### **Budget Reminder**

Now is the time to schedule your time for budget input. These need to be scheduled and completed by May 15.

Contact Christine Higgins at x42567 or [cmhiggin@pasco.k12.fl.us](mailto:cmhiggin@pasco.k12.fl.us)

### **Stipends at Year End**

The last day to submit stipend forms to be paid out of the 2014-2015 budget is July 7. Anything received in Finance after this date will be paid from the 2015-2016 budget. If you have any questions or need assistance in completing these for this year, please contact the Bookkeeping Resource Department.

### **May and June Trainings**

Please contact one of the Bookkeeping Resource Assistants to reserve a space or if you would like to schedule an individual appointment. Trainings are from 9:00 - 11:30 and are being held in the Finance Services Lab, Building 2.

- May 26 – Review open district Purchase Orders and PO receiving
- June 10 – Review budget balances – Budget Amendments/Journal Entries
- June 24 – Review budget balances – Budget Amendments/Journal Entries