



District Dollars and \$ense

JUNE 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.

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Excel Training

Please contact one of the Bookkeeping Resource Assistants to sign up for one of the following Excel trainings.

- Wednesday, June 17. Basic 9:00 am – 11:00 am
- Wednesday, June 17 Intermediate 1:00 pm – 3:30 pm

Both sessions will be held in the Finance Services Lab, Building 2

District Budget Input

Thanks to everyone for making the budget input go so smoothly!

June 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 are from 9:00 - 11:30 and are being held in the Finance Services Lab, Building 2.

- June 10 – Review budget balances/ Budget Amendments/Journal Entries
- June 24 – Review open District Purchase Orders and PO Receiving

Financial Close-Out for 2014-2015

Please remember to review the "Financial Close-Out for 2014-2015" memo for important year-end deadline dates. If you have any questions, contact one of the Bookkeeping Resource Assistants.

Purchase Order Close Out

In order to help manage available funds and ensure access to the funds needed to purchase items, Closing unneeded POs before June 30 allows those funds to be spent where needed.

- To review open POs, reference the QSG "Open Purchase Orders" on the Munis webpage.
- If you determine that POs need to be closed, please contact Ann Altman at x42226.
- If you need assistance in reviewing your open POs, please contact the Bookkeeping Resource department.