



School Dollars and \$ense

JUNE 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.

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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 - June 8 – June 12

Budgets for 2015-2016 can be entered at your cost center, or you may come to the District at the time you signed up to enter it. If you are entering at your cost center, please contact Jayne Haire @ 42279 when it is complete, so she can review it. Pre-Budget Capital requests should be entered into Munis during this time.

Just a reminder Title I schools will be responsible to enter their Title I budget. Dayanara would like you to come to District to enter the budget so she can review it and answer any questions at that time.

Munis Reports

Register Reports 4 through 8 have been updated. They now include the activity, action, and vendor or paid by name. Effective June 1 each report will be listed separately on the Munis menu bar (previously they were all under Register Reports on the menu bar).

The QSG's for the updated Register Reports are on the ERP website. There is a link to all the QSG's on the Finance website.

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. Please review the QSG for End of Month Reconciliation - reconciling checks #2. It is important to change the fiscal period **and** the effective date when reconciling checks.

Bank Accounts

Just a reminder – the "District School Board of Pasco County" and the school name should be listed on all bank accounts. This has not changed.

Void Checks

When voiding a check – please write on the void paperwork why the check is being voided.

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 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.

- June 18 – Balancing Monthly Bank Statement
- June 23 – Internal/Student Activity Accounts End of year clean up
- June 25 – Internal/Student Activity Accounts End of year clean up