



# District Dollars and Sense

JULY 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**

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

- Thursday, July 16. Basic 9:00 am – 11:00 am
- Thursday, July 16 Intermediate 1:00 pm – 3:30 pm

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

### **2015-2016 Budget**

The 2015-2016 budget projections have rolled and you now will be working in the New Year. In Account Inquiry on Munis you will see the Fiscal Year 2016 column on the far right with the available funds.

P-Cards will still post in June if the posting date is June 30, 2015 or earlier. Funding for projects that roll forward from 2014-2015 to 2015-2016 will not take place until all projects are balanced. We will notify you when this happens.

If you have any questions, please contact Jayne Haire [jhaire@pasco.k12.fl.us](mailto:jhaire@pasco.k12.fl.us).

### **EOY Date Reminders**

Below are a few reminders to help make the 2014-15 Year End Budget and Financial close out as smooth as possible:

- July 7 - Reimbursement requests for travel during the 2014-2015 Fiscal Year are due in Accounts Payable.
- July 7 - In-service payment requests using the 2014-2015 Budget are due to Finance Services.
- July 9 - All receiving documents and MUNIS data entry for goods received on or before June 30, 2015 are due in Accounts Payable to ensure payment from the 2014-2015 Budget including grants.

### **Training**

The Bookkeeping Resource Assistants can assist you in reviewing coding and budget. They would be glad to schedule an individual appointment with you.

Trainings for the following areas are provided by the OTIS Business Services Team. The schedule is currently in Avatar.

Budget Amendments  
Journal Entries  
Invoice Entry  
P-Card Management Training  
Contract Entry  
Payroll  
Work Orders  
Requisition and Receiving Training