



# ***School Dollars and \$ense***

AUGUST 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**

Excel Training will begin again in September.

### **Bookkeeper Resource email**

Starting with the July bank statements, please email your monthly reports to our new email address: [bookkeeperresource@pasco.k12.fl.us](mailto:bookkeeperresource@pasco.k12.fl.us)

### **Fundraisers – Smart Snack**

There are new rules and procedures for the Smart Snack program from Food and Nutrition. Please be sure to check out the recent email and their website for important changes that will need to be implemented for the new school year.

### **Simple Help**

We can help you, even if we are not sitting next to you, with the Simple Help tool. This tool enables us to remotely log into your computer and troubleshoot processing problems you may be having. Give us a call and we can simply help!

### **Payroll**

It is critically important for the payroll person at your school to have a fully-trained backup for times when they cannot be there to complete the payroll. Please make sure that the Principal has identified the backup and that they are trained. It helps to have them help regularly so they can keep up their knowledge of the payroll.

\*If you do not process the payroll at your cost center, please share this information with the person that is assigned to payroll.

### **P-Card Invoices/Reports**

Just a reminder: since all P-Card receipts/invoices are now being scanned into "Attachments" in Munis, it is no longer necessary to run a monthly report and have an administrator sign to keep in your files. Please manage P-Cards **daily**.

### **Updated Monthly Report Checklist**

You no longer need to send an electronic copy of your Monthly Reports to Mary Collins in Audit as long as you send it to the new email address for Bookkeeper Resources.

### **Attaching Documents in TCM for MUNIS**

Effective July 1, all Monies Collected Forms, back up information including invoices for checks issued, Cash Transfer, Cash Adjustment forms and other back up information should be scanned into "Attachments" in Munis for those transactions. Please see the Quick Start Guide or call for assistance.

### **August Trainings**

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

- Thursday, August 6<sup>th</sup> Registration – we will be reviewing procedures for registration day, including SchoolPay. All new bookkeepers should attend.
- Monday, August 10 from 9:00 am – 11:30 am. A make-up training session for SchoolPay has been scheduled.