



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

SEPTEMBER 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  
DeEtte Parrish  
x42264  
[dparrish@pasco.k12.fl.us](mailto:dparrish@pasco.k12.fl.us)*

*Carol Jugan  
x42445  
[cjugan@pasco.k12.fl.us](mailto:cjugan@pasco.k12.fl.us)*

*Linda Small  
x42073  
[lsmall@pasco.k12.fl.us](mailto:lsmall@pasco.k12.fl.us)*

*Randi Moran  
x42261  
[rmoran@pasco.k12.fl.us](mailto:rmoran@pasco.k12.fl.us)*

*Accounting Manager  
Joshua Stringfellow  
x42090  
[jstringf@pasco.k12.fl.us](mailto:jstringf@pasco.k12.fl.us)*

*Senior Manager  
Dominick Cristofaro  
x42086  
[dcristof@pasco.k12.fl.us](mailto:dcristof@pasco.k12.fl.us)*

### **Excel Training**

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

- Wednesday, September 16                      Basic                      9:00 am – 11:00 am
- Wednesday, September 16                      Intermediate                      1:00 pm – 3:30 pm

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

### **Budget**

Projects have rolled from 2014-2015 to the 2015-2016 budget. If you have questions about what projects roll please reference pages 28-32 in the Chart of Accounts book found at (<http://www.pasco.k12.fl.us/finance/>).

### **Training**

Please contact one of the Bookkeeping Resource Assistants to assist you to review coding and budget balances. They would be glad to schedule an individual appointment with you.

Trainings for the following areas are provided by the Business Services Team. The schedule is in Avatar (which will soon be changing to True North Logic)

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

### **Distribution**

If someone else in your department would like to be receiving this newsletter, or if you are not the correct person to receive this email, please email DeEtte Parrish at [dparrish@pasco.k12.fl.us](mailto:dparrish@pasco.k12.fl.us) and she will update the distribution list.