



School Dollars and \$ense

SEPTEMBER 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, 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.

Fall Bookkeeper Meeting

SAVE THE DATE: We have scheduled Monday, November 2 for our Fall School Bookkeeper meeting.

Munis Tips

When you have questions performing a process in Munis, remember to check for the most updated QSG. Current Munis QSGs can be found following the link on the Finance Services webpage under Bookkeeper Resources.

Internal Accounts Committee Update

The Internal Accounts Committee continues to work on solutions to obstacles that keep you, our bookkeepers, from doing your jobs more effectively. Currently the committee has been focused on updating the template resource guide as a tool to help school bookkeepers provide teachers and other school staff the information about finances they need.

Student Activity Purchase Orders

When writing a check coded to any General Ledger Liability account, change fund or Due from other funds, it is not necessary to create a Purchase Order for these transactions.

Athletic and Band Fees Payable

Secondary schools - Your checks for both Athletic Participation (222200) Fees and Band / Chorus (222300) Fees are due September 30, 2015. If you did not separate these fees from General fees when processing receipts from orientation, please transfer these funds out of fees and into the appropriate liability account before writing the check. Make checks payable to the District and submit with report to the Central Cashier.

Training

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.

- Tuesday, September 15 Balancing Monthly Bank Statement
- Wednesday, September 23 Balancing Due to District