



School Dollars and \$ense

NOVEMBER 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.

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.

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

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

Athletic Fees Payable

Secondary schools - A check for Athletic Participation Fees (222200) is due November 30, 2015. Make the check payable to the District and submit with report to the Central Cashier.

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.

- Tuesday, November 10 Balancing Monthly Bank Statement
- Wednesday, November 18 Due To District Training – new bookkeepers only
- Thursday, December 3 *Due To District Training
- Wednesday, December 9 *Due To District Training **(1:00 pm only)**
- Thursday, December 17 *Due To District Training

*These sessions are for existing bookkeepers that would like assistance verifying that the school is current and in balance in their Due to District payments.

Fall School Bookkeeper Meeting - Thanks to everyone that attended. A lot of good information was shared. If you were unable to attend, a packet was sent in the courier to you. Please contact one of the Bookkeeping Resource Assistants if you have any questions.