



District Dollars and \$ense

DECEMBER 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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*Senior Manager
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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, December 16 9:00 am – 11:00 am
- Intermediate Wednesday, December 16 1:00 pm – 3:30 pm

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

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. Sign up for these trainings is done through the new website: pasco.truenorthlogic.com

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

Budget

Continue to run year to date reports to review your department's budget. If you have negative balances make sure to complete a budget amendment to cover the negative balances.

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 and she will update the distribution list.

We hope everyone has an enjoyable and restful winter break!