



School Dollars and \$ense

JANUARY 2016

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

DeEtte Parrish
x42264
dparrish@pasco.k12.fl.us

Carol Jugan
x42445
cjugan@pasco.k12.fl.us

Randi Moran
x42261
rmoran@pasco.k12.fl.us

Finance Analyst
Jayne Haire
x42279
jhaire@pasco.k12.fl.us

Senior Manager
Dominick Cristofaro
x42086
dcrstof@pasco.k12.fl.us

Happy New Year!

We hope everyone had a restful and enjoyable winter break with friends and family.

Finance Services Moving

The Finance Services office will be moving to the Business Services Building, Building 4 on January 19th. We don't anticipate any communication issues.

Excel Training

Excel trainings will resume in February.

Updated QSG's

The Munishelp team has recently updated the End of Month Reconciliation QSG due to the system message "Reconciliation report to print errors?" appearing during the check reconciliation process, please see the updated QSG at

http://www.pasco.k12.fl.us/library/is/04_End-of-Month_Reconciliation.pdf

Internal Accounts Committee – updates

The "Buying, Doing, Going" guide and podcasts are going through revision and will be circulated soon.

Business Manager Job Duties - Reminder

Business Managers are responsible to:

- Manage tickets and complete ticket year-end inventory
 - Manage change funds for all athletic events
 - Complete Report of Tickets Sold (MIS #171) after each event
 - Submit reports and funds to bookkeeper for deposit within 24 hours after each game
 - Submit proper forms for payment to officials (MIS #172) and ticket takers (MIS #173)
- If in charge of concession:
- Purchase items for resale using P-card, Purchase Order or reimbursement (MIS #172)
 - Complete Report of General Sales (MIS #169) after each event

NSF- Returned Check Log

Please remember that all returned checks that are listed on the bank statement need to be logged on the NSF Returned Check Log. The log should be updated when you receive any correspondence from Checkcare.

DTD Process

Payroll detail for the Due to District (DTD) accounts are now being distributed after each payroll. Schools can pay DTD payments anytime; no need to wait until DTD invoices are sent. Run an account inquiry report to get the itemized charges and include the report with payment to the District.

Trainings

Please contact one of the Bookkeeping Resource Assistants to reserve a space or if you would like to schedule an individual appointment. See below for times for each session.

The trainings are held in the Finance Services Lab, Building 2.

- | | | |
|-----------------------------|-----------------------|-------------|
| • Balancing Monthly Reports | Wednesday, January 13 | 9:00 -11:30 |
| • Due To District Training | Wednesday, January 13 | 1:00 – 3:30 |

