



School Dollars and \$ense

MARCH 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

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Save the Date

Please plan on attending the Spring School Bookkeeper meeting Tuesday, April 26 in Training Room C. The meeting will be a full day with lunch provided.

Munis

Make sure to download the updated QSG's for 11.1. If you click on the header you can download all QSG's at once. (<http://www.pasco.k12.fl.us/otis/support/munis/>)

School Pay

A new report is available in School Pay. This report allows you to see all information needed for receipts including activity and action codes. When running reports go to the "Select Custom Format" dropdown menu and select Standard Receipt Report.

Athletic Fees Payable

Secondary schools – A check for Athletic Participation Fees (222200) is due March 31, 2016. Make the check payable to the District and submit with report to the Central Cashier.

Scanning

Make sure to attach the backup documentation to disbursements, receipts, cash transfers and cash adjustments in Munis.

Internal Accounts Committee – updates

We recommend that bookkeepers advise their teachers to use the following process for Office Depot orders. This will eliminate the need for bookkeepers to retype the order.

- Go to the Office Depot business site at <https://business.officedepot.com>
- Enter the username "dsbpc" and the password "teachers".
- Select the item(s) you wish to order and place in the shopping cart. **DO NOT submit an order directly to Office Depot.**
- Print the cart and attach it to the Purchase Request Form MIS #172
- Scroll to the bottom of the page then click on the "Share Cart", enter your email address and then share the cart to the bookkeeper's email address.
- Provide the Purchase Request Form MIS #172 with backup to the bookkeeper to complete the order.

Training

Please contact one of the Bookkeeping Resource Assistants to sign up for one of the following training sessions or to schedule an individual appointment.

Please bring your laptop to the training.

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|-----------------------------|--------------------|--------|-------------------------|
| • Balancing Monthly Reports | Wednesday, March 9 | 9-11am | Finance Conference Room |
| • Excel Basic | Tuesday, March 15 | 9-11am | Finance Conference Room |
| • Excel Intermediate | Tuesday, March 15 | 1- 3pm | Bld. 4 Conference Room |

Fundraiser MIS #176

The Fundraising Application MIS # 176 and Fundraiser Recap form MIS #177 have been revised. The Fundraiser Recap MIS # 177 has been deleted and the recap information is now included on MIS #176. Please make sure you are using the revised [Fundraising Activity \(FRA\) Application/Recap MIS #176](#).

Donations

Funds from a governmental agency of \$1,000 or over must be deposited to the District accounts and accessed through District accounts. The District will take responsibility for any subsequent reporting to the governmental agency.

Donations in any amount that do not have subsequent reporting requirements should be deposited in the school's Internal Accounts and spent at the school level.