



District Dollars and \$ense

APRIL 2016

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 Coordinators

*DeEtte Parrish
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*Senior Manager
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Reminder

Please plan on attending our spring bookkeeper meeting Wednesday, April 27th in Portable 8A from 8:30 – 12:00. Snacks will be provided.

Excel Training

Please contact one of the Bookkeeping Coordinators to sign up for one of the following Excel trainings.

Please bring your laptop to the training.

- Excel Basic Tuesday, April 19 9–11am Finance Conference Room
- Excel Intermediate Tuesday, April 19 1– 3pm Finance Conference Room

2016-2017 Budget Input

Budget input is scheduled for **May 4th, 5th and 6th** in Building #3 Training Room F. A sign up sheet will be available at the spring bookkeepers meeting on April 27th.

2015-2016 Budgets

Continue reviewing your department budgets to ensure there are no negatives and that there is budget available for expected expenditures for the remainder of the year. If you have questions about or need assistance with your budget, please contact Jayne Haire, Budget Analyst at extension 42279 or jhaire@pasco.k12.fl.us.

Purchase Order Close Out

In order to have access to all available funds, be sure to close out unneeded POs. Any unspent funds for current year POs are added back to your budget and are available to spend.

- To review open POs, reference the **[OSG "Open Purchase Orders."](#)**
- If you determine that POs need to be closed, please contact Ann Altman at x42226.
- If you need assistance in reviewing your open POs, please contact the Bookkeeping Coordinators.

Mindful Spending Memo

You may be aware from your Director that the District has announced that schools and departments should be extremely conservative with their General fund spending. Items to carry on the day-to-day operations can be purchased. For other items needed before the end of the fiscal year your Director should seek approval from your Assistant Superintendent before encumbering these funds. Remember that this also applies to purchases with P-Cards. Attached is the memo that was sent out on Wednesday, April 6th.

To review your department's budget use the **[OSG: YTD Budget Report](#)**



Pasco County Schools

Kurt S. Browning, Superintendent of Schools

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IMMEDIATE ATTENTION

MEMORANDUM

April 6, 2016

TO: All Principals and Directors
FROM: Olga Swinson, Chief Finance Officer
SUBJECT: **2015-2016 Freezing of Budgets**

In preparation of the 2016-2017 Budget and the Superintendent's desire to pursue a more competitive salary package in fiscal year 2016-2017, **effective immediately**, it is necessary to ask each school and department to objectively consider all General Fund purchases. The ultimate goal is to be extremely conservative on purchases for the remainder of the 2015-2016 fiscal year and, in turn, begin the new fiscal year with a stronger financial foundation.

Obviously, there will be purchases that are essential to carrying on the day-to-day operations of your school/department such as toilet paper, paper towels, copier paper, cleaning supplies, etc., and we trust your professional judgment for these purchases. For purchases that may be unique to your school's/department's needs and are needed before the end of the fiscal year, please work with your Area/Assistant Superintendent to obtain permission before encumbering these funds. Also, please remember this directive also applies to purchases made with p-cards.

Thank you for your prompt attention to this message. Please share this information with your staff and let me know if you have any questions.

OS/eas

xc: Kurt S. Browning, Superintendent of Schools
Ray Gadd, Deputy Superintendent
Vanessa Hilton, Assistant Superintendent for Student Achievement
Ray Bonti, Assistant Superintendent for Support Services
Kevin Shibley, Assistant Superintendent for Administration
Dave Scanga, Area Superintendent - Central
Todd Cluff, Area Superintendent - Northwest
Monica Ilse, Area Superintendent - East
Tammy Berryhill, Area Superintendent - Southwest