



School Dollars and Sense

APRIL 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 Coordinators

*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
dcristof@pasco.k12.fl.us*

Save the Date

Please plan on attending the Spring School Bookkeeper meeting Tuesday, April 26th in Training Room C, we will be reviewing changes to Due to District payments and year end procedures. It will begin promptly at 8:30. The meeting will be a full day with lunch provided.

Training

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

Please bring your laptop to the training.

- Balancing Monthly Reports Wednesday, April 13 9-11am Finance Conference Room
- Excel Basic Tuesday, April 19 9-11am Finance Conference Room
- Excel Intermediate Tuesday, April 19 1- 3pm Finance Conference Room

Athletic Reimbursements

Officials & Transportation Alloc (project 13064) reimbursement should be entered into Invoice Quick Entry. [QSG: Invoice Quick Entry \(Not from a Contract\)](#)

Summary for Reimbursement of Athletic Playoff Expenses report with State and District playoff expenditure documentation should be submitted to Amy Lipovetsky by June 1st to be reimbursed for a percentage of the expenditures. (Form is located on the [Finance Website](#))

Classroom Supply Funds

The due date to upload receipts has been extended for teachers to Friday, April 15th.

Mindful Spending Memo

You may be aware from your Principal 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 Principal should seek approval from your Area 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 school's budget use the [QSG: YTD Budget Report](#)

Donations – Revision

Grants - Any award from a Federal, State or Local governmental agency that specifies how the money will be spent and requires subsequent reporting to substantiate the expenditures. If the grant is \$1,000 or more, the funds must be submitted to the District and accessed through normal grant procedures. The District will provide the subsequent reporting to the governmental agency. Grant funds less than \$1,000 may be deposited to and spent from the internal accounts of the school.

Donations -

- Cash or equivalent given to a school to be used for the school or students, for which no specific reporting requirements are stipulated. Donations normally come from individuals or corporations such as Wal-Mart. The donation may have guidelines for spending the funds, but no subsequent reporting requirements. These donations may be deposited to and spent from the internal accounts of the school regardless of the dollar amount. The school is obligated to spend the donated funds in compliance with the donor's instructions. This compliance will be reviewed by internal audit.
- Non-cash items received from a donor, for which no specific reporting requirements are stipulated may be kept and used by the school. Items donated are owned by the school, not by an individual teacher or staff member. If applicable, information must be provided to Property Control so the equipment can be tagged in compliance with District procedures.



Pasco County Schools

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Olga B. Swinson, CPA, CGFM

Chief Finance Officer

813/ 794-2272 727/ 774-2272

352/ 524-2272 Fax: 813/ 794-2123

e-mail: oswinson@pasco.k12.fl.us

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