



School Dollars and \$ense

MAY 2016

School Bookkeeper / Secretary Newsletter

The Bookkeeping Coordinator 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

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*Director of Finance Services
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*Senior Manager
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Excel Training

Excel has become a critical part of our jobs, therefore we are in the process of updating the training module for Excel. The trainings will resume in June.

Classroom Supply Funds

The due date to upload receipts has been extended for teachers to Monday, May 2nd.

Bookkeeper Meeting April 26

At the School Bookkeeper Meeting April 26 there were several items discussed that can be located on the Pasco County Schools website. They are:

[Year End Procedures Packet](#)

[Year End Report Cover Sheet](#)

[New Inventory Procedures/PRISM](#)

[Sales Tax](#)

[New Bank Reconciliation Form](#)

[Resource Guide for Buying, Doing, Going](#)

(effective for April reconciliation)

Please contact one of the Bookkeeping Coordinators if you have any questions about any of the topics discussed at the meeting.

May Training – Balancing monthly reports

Please contact one of the Bookkeeping Coordinators to reserve a spot for training or to schedule an individual appointment. The training will be held in **Building 4, Finance Conference Room**. ***Please bring your laptop to the training.***

Tuesday, May 10 9:00

Tuesday, May 10 1:00

Wednesday, May 11 9:00

Wednesday, May 11 1:00

Thursday, May 12 9:00

Thursday, May 12 1:00

Budget Entry/Training June 13- June 17

Budget entry is scheduled on the following dates in **Building 3, Training Room F**. You have the option to enter the budget at your school or at the District, please contact Christine Higgins cmhiggin@pasco.k12.fl.us to let her know what day you are planning to enter the budget and if it is being entered at the school or District office.

Monday, June 13 am only

Thursday, June 16 am only

Tuesday, June 14 am

Friday, June 17 am

Tuesday, June 14 pm

Friday, June 17 pm

Wednesday, June 15 am only

The Bookkeeping Coordinators are also available these days/times to assist with balancing May's bank statement, review the Internal/Student Activity Year End Procedures and/or review the schools' DTD balance. Contact one of them to sign up.

Financial Year End Close-Out Dates for 2015-2016

May 27 – Cut-off for requisitions for 2015-2016

June 23 – Requisitions not completed will be deleted

June 27 – Budget available for 2016-2017 requisition entry

June 30 – Any P-Card purchases posted at the bank on or before June 30, 2016 will be charged to the 2015 -2016 budget.

July 7:

*P-Card transactions are managed for the month of June 2016

*All receiving documents entered for June 30

*Travel request Reimbursements due

* Items not completed by this date may be charged to the 2016-2017 budget.

Budget Freeze

Each school should objectively consider all General Fund purchases. For purchases that may be unique to your school's needs and are needed before the end of the fiscal year, please work with your Area Superintendent to obtain permission before encumbering these funds.

Internal Accounts Committee

Communication – Holly Gentry & Julie Bradley

Munis – Anita Snyder & John Vogel

Payroll/HR – Pam Barbara & Randi Moran

Technology – Karen Hoge & DeEtte Parrish

Bookkeeper Time – Sharon Trese & Carol Jugan

Training Staff – Diane Boise, Linda Small & Ann Altman