



School Dollars and \$ense

JUNE 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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Excel Training

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

Tuesday, June 21	Basic	9:00 am – 11:00 am
Tuesday, June 21	Intermediate	1:00 pm – 3:30 pm

Both sessions will be held in the **Building 4, Finance Conference Room**.

New Property Inventory Procedures (PRISM)

The new Inventory procedures will become effective July 1, 2016. Training materials will be found on the website soon.

Financial Year End Close-Out for 2015-2016

The Financial Close-Out memo for 2015-2016 is attached. If you have any questions, please call Finance Services at 42268.

Budget Entry/Training June 13- June 17

Budget entry is scheduled for 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.

[New Year Budget Entry - Schools](#)

Monday, June 13 all day
Tuesday, June 14 pm only
Wednesday, June 15 all day

Thursday, June 16 am only
Friday, June 17 all day

In addition, the Bookkeeping Coordinators will be available the same 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 schedule a time for these sessions.

Capital Requests

- **Pre-Budget Capital Requests – Projection 17380**

All capital requests will be submitted through Munis. Pre-Budget requests are due no later than June 17th. You will be required to enter a classification code which defines the description of the request (2016-2017 Budget Information, page 14) The requests should be prioritized in numerical order with one (1) being the highest priority. You must clearly describe the item(s) requested and include a cost estimate. All requests will be reviewed and you will be informed of the Superintendent's staffs decision. Notifications will be sent out the last week of June. See the **revised** QSG for [Pre-Budget Capital Request QSG](#).

- **Post-Budget Capital Requests – Projection 39999**

Post-Budget Capital Requests apply to any budget capital requests submitted after July 1, 2016 through June 30, 2017. [Post-Budget Capital Request QSG](#)

Requisition/Purchase Order Close Out

- **All outstanding requisitions must be deleted or processed.**

To find outstanding requisitions:

- ✓ Go to requisition entry, click search
- ✓ Enter your cost center number
- ✓ Type 2016 in the "Fiscal year"
- ✓ Enter (add less than symbol) <06/17/2016 in the "Entered" field
- ✓ Click the green check to accept
- ✓ Click browse
- ✓ Click "Status" in the header bar to sort and if any are in a status other than converted, you will need to process them.

- **All open purchase orders must be reviewed.**

To review open POs, reference the QSG: [Open Purchase Orders](#). If you determine that POs need to be closed, please contact Ann Altman at x42226.

If you need assistance, please contact one of the Bookkeeping Coordinators.

Internal Accounts Committee

The next committee meeting is Thursday, June 23, 2016. The Committee will be reviewing/updating each sub-committee's priority. If you have any suggestions, please contact one of the committee members prior to June 23.

MIS Forms – Updates

The following collection forms have been updated to be fillable. They can be located at: http://www.pasco.k12.fl.us/library/internal/mis_index.html

- **Report of General Sales MIS #169**
- **Report of Monies Collected MIS #170**
- **Report of Tickets Sold MIS #171**
- **Athletic Participation MIS #179**

If you have a supply of 3-part carbon forms, you may continue to use these until your supply is depleted.

Purchase Request MIS #172

MIS Form # 172 has been revised and is fillable. It is now titled "Purchase Request." This form is intended to eliminate the separate order forms the school may be using for each vendor (Warehouse, Office Depot, etc.) It can be used by staff to request all supplies, from District and Internal/Student Activity funds.