



District Dollars and \$ense

JULY 2016

District 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
Joanne Millovitsch
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Welcome

Welcome Michael Gonzalez, the newest member of the Bookkeeping Coordinator team. His background is from the banking industry and he has extensive experience in training and coaching and will focus on training and communication for the District.

Excel Training

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

- Tuesday, July 19 Basic 9:00 am – 11:00 am
- Tuesday, July 19 Intermediate 1:00 pm – 3:30 pm

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

Training

The Bookkeeping Coordinators can assist you in reviewing coding and budgets. They would be glad to schedule an individual appointment with you.

Trainings for the following areas are provided by the OTIS Business Services Team. The schedule is located in [myPGS](#). Your myPascoConnect account is the same as your eSembler/myPGS/Munis Employee Self-Service username and password.

Budget Amendments/Journal Entries/Invoice Entry/P-Card Statement Management
Contracts Work Orders/Service Requests
Payroll Time Entry Requisitions and Receiving

2016-2017 Budget

The 2016-2017 budget projections have rolled and you now will be working in the New Year.

- In Account Inquiry on Munis you will see the Fiscal Year 2017 column on the far right with the available funds.
- P-Card charges will still post in 2015-2016 if the transaction date is June 30, 2016 or earlier.
- Funding for projects that roll forward from 2015-2016 to 2016-2017 will not take place until all projects are balanced. We will notify you when this happens.

If you have any questions, please contact Jayne Haire jhaire@pasco.k12.fl.us

End of Year (EOY) Date Reminders

Below are a few reminders to help make the 2015-2016 Year End Budget and Financial close out as smooth as possible. These items are **due July 7**:

- Reimbursement requests for travel during the 2015-2016 Fiscal Year are due in Accounts Payable.
- In-service payment requests using the 2015-2016 Budget are due to Finance Services.
- All receiving documents and MUNIS data entry for goods and services received on or before June 30, 2016 are due in Accounts Payable to ensure payment from the 2015-2016 Budget (including grants).
- All P-Cards must be managed and approved for posting into the 2015-2016 Budget.