



School Dollars and \$ense

JULY 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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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.

Budget Entry

Thanks to everyone for making the budget entry go so smoothly!

Munis

There have been 3 improvements made to Munis QSGs:

- [Student Activities – Certificate of Deposit/CD Interest Posting](#) (Internal Accounts) had a correction made for a discrepancy in the activity code.
- [Student Activity – Cash Balances](#) navigation path has been corrected.
- [Facilities Maintenance Request](#) (Maintenance) improvement was made to streamline selections on the request form. An updated QSG and visual aid are available for review.

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.

SchoolPay and Registration Training

SchoolPay - we will be reviewing the SchoolPay website, processing payments, and how to create reports.

Registration training - we will be discussing recommendations for the school set up to collect fees efficiently during registration.

The trainings will be held in Building 3, Training Room F.

- Monday, July 18 9:00 am-11:00 am SchoolPay Only
- Monday, July 18 1:00 pm – 3:00 pm Registration Only
- **Tuesday, July 19 1:00 pm - 4:30 pm *SchoolPay & Registration
* New Bookkeepers only**
- Wednesday, July 20 9:00 am – 11:00 am SchoolPay Only
- Wednesday, July 20 1:00 pm – 3:00 pm SchoolPay Only

Please contact one of the Bookkeeping Coordinators to reserve a space.

Internal Accounts Committee Update

As mentioned previously, the purpose of the Internal Accounts Committee is to identify, prioritize and walk through processes to find solutions to obstacles that keep our bookkeepers from doing their jobs efficiently and effectively. We have kept the same Sub Committees listed below. Other projects the committee is currently working on include:

- Training more school staff, such as Business Managers, Back-ups, Athletic Directors, Plant Managers, etc.
- SchoolPay trainings are available for registration.
- Developing Advanced Munis Training.
- In technology, the committee is continuing to research a more clear direction for quantity and use of scanners in conjunction with Munis record keeping.

If you have any questions or comments for this committee, please contact the chairperson, Pam Barbara at pbarbara@pasco.k12.fl.us or any of the committee members.

Internal Accounts Committee

Communication – Holly Gentry, Julie Bradley & Michael Gonzalez

Munis – Anita Snider & John Vogel

Payroll/HR – Pam Barbara & Randi Moran

Technology – Karen Hoge & DeEtte Parrish

Time – Sharon Trese & Carol Jugan

Training – Diane Boise, Linda Small, Ann Altman & Michael Gonzalez

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 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.

Due to District Payments

When you submit your Due to District payments to the Central Cashier you do not need to attach copies of all your individual receipts and other documentation. Just include the Due to District Account Inquiry (or statement) that you printed out to reconcile your payment. This report should already have your notes on what you are paying.