



School Dollars and \$ense

AUGUST 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.

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Excel Training **Excellent Feedback Received**

This training will show you simple things to save you time when reading and creating reports. It touches on Data Filters to view specific information to display on a report, Pivot Tables to build a custom report with just the information to want to view among other handy tools.

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

- Tuesday, August 23 Basic 9:00 am – 11:00 am
- Tuesday, August 23 Intermediate 1:00 pm – 3:30 pm

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

Balancing

June is now closed. You should be able to balance July 2016.

August Trainings

With school starting there are no formal training dates established with the exception of Excel Training. Bookkeepers can ask any of the Bookkeeping Coordinators for assistance with balancing and other questions.

SchoolPay Training

SchoolPay Training is still available with the utilization of our screen sharing system SimpleHelp. The presentation can be viewed on your computer monitor while we speak on the phone. We also can use this for troubleshooting and problem solving. You can contact Michael Gonzalez to schedule a time at mmgonzal@pasco.k12.fl.us or Extension 42073.

Student Activity Action Codes - Definitions & Reference Guide

The Student Account action codes have been updated and can be accessed through the Financial Services Department website in the Bookkeeping Resources link. A Reference Guide can be found there as well.

Bank Interest Entries & Bank Fees

Going forward, all pages of the bank statements will be scanned as back up for the interest entry. It is not necessary for the Principal and/or Bookkeeper to sign them as long as you are entering exactly what is on the bank statement. Any differences will require a written explanation and signatures.

Munis QSGs

When accessing QSG links use the electronic links provided to ensure that the most updated copy is utilized.

Due to District Payments

Due to District payments should be processed weekly. This will keep your balances current. If you have any questions on the procedures call one of the Bookkeeping Coordinators listed here on the newsletter.

Office Depot Teacher Discounts

The Purchasing Department sent out an email on July 18th with information on Office Depot's program to provide a discount to teachers on purchases using their Florida Classroom Supply Assistance Program funds. If you have any questions contact the Purchasing Department.

Amazon Smile

AmazonSmile is a website operated by Amazon that lets consumers enjoy the same wide selection of products, low prices, and convenient shopping features as on Amazon.com. The difference is that when they shop on AmazonSmile (smile.amazon.com), the AmazonSmile Foundation will donate 0.5% of the purchase price to the eligible charitable organization of their choice. Each individual school will need to register to be eligible to receive these donations. Go to org.amazon.com to learn how to register to receive donations. It is a quick and self-explanatory process. Let parents know that Amazon Smile is available.

ABC Program

The ABC (Assist, Believe, Care) program is designed to provide support to students and their families that are experiencing economic hardship or an immediate family crisis. A guide has been developed to help schools organize their ABC program and clarify procedures to ensure that ABC funds are utilized to support the mission of the program. The ABC Guidelines are online and can be found here: [ABC Program Guidelines](#)

Remember that each school is required to have committee approval for disbursements.

Support Organizations

All types of Support Organizations are required to have an executed [Support Organization Agreement](#) on file at the school for each school year.

Donation letter

The donation letter has been revised with the new logo and date. The sample letter is attached for your convenience.