



# District Dollars and Sense

JAN/FEB 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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### \*\*\*Spring District Bookkeeper Meeting- Save the Date\*\*\*

Save the date for the **Spring District Bookkeeper Meeting** scheduled on **04/27/2017** in Portable 8A. The times and agenda will be shared closer to the meeting date.

### February/March Munis Trainings

Wednesday, February 1, 2017	Contracts:	<b>1:00 - 4:30 PM</b>
Thursday, February 2, 2017	Payroll Time Entry:	<b>8:30 - 12:00 PM</b>
Tuesday, February 14, 2017	Work Orders:	<b>1:00 - 4:30 PM</b>
Thursday, February 16, 2017	Requisition Entry:	<b>8:30 - 12:00 PM</b>
Tuesday, February 28, 2017	Budget Amendments/ P-Cards:	<b>8:30 - 12:00 PM</b>
Wednesday, March 1, 2017	Contracts:	<b>1:00 - 4:30 PM</b>
Thursday, March 2, 2017	Payroll Time Entry:	<b>8:30 - 12:00 PM</b>
Tuesday, March 14, 2017	Work Orders:	<b>1:00 - 4:30 PM</b>
Thursday, March 16, 2017	Requisition Entry:	<b>8:30 - 12:00 PM</b>
Tuesday, March 28, 2017	Budget Amendments/ P-Cards:	<b>8:30 - 12:00 PM</b>

All trainings are scheduled to be held in Building 3, Training Room F. In the case of low enrollment, the trainings will be held in one of the small conference rooms in OTIS.

### Excel Trainings

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

Tuesday, February 21, 2017	Basic	<b>9:00 - 11:00 AM</b>
Tuesday, February 21, 2017	Intermediate	<b>1:00 - 3:00 PM</b>

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

### Sales Tax Exemption Certificate

Finance Services has contacted the Department of Revenue (DOR) regarding the requirement of having individual schools listed on the Sales Tax Exemption Certificate. The DOR has confirmed they are not sending out updated certificates with the schools listed; rather they rely on the schools listed on the District website. The current certificate expires on January 31, 2018, however the vendor does have the option not to accept the tax exemption.

### Sam's Club Accepting Visa

Sam's Club now accepts Visa and can also be utilized with **Club Pickup (Formerly Click and Pull)**.

- **Club Pickup** is a free service that lets Sam's Club members order items online from their club and schedule a pick-up time that works best for them.
- Club Pickup is free for all Sam's Club members.
- Most items are available for online payment.
- At times, another staff member may pick up the order that was paid online. In these instances, include the staff member's name, email, and phone number during the checkout process. The staff member will be required to present ID at pick-up.

- Paying online with your P-Card eliminates having to write a check and possibly having a discrepancy of the total when your items are picked up.

### **Property Control Procedures**

The most recent updated Property Control Procedures have been posted to the Finance Services website under Bookkeeper Resources. You can review the current policy here: [Property Control Procedures](#).

### **Ask the Auditor**

There is now a link on the Internal Audit website found in the "Important Links" section that can be used when any school district employee has a question called "Ask the Auditor". Just click on the link to send an email and one of the auditors will answer your questions within five business days. For your convenience, here is the link: [Ask the Auditor](#).