



# School Dollars and \$ense

JAN/FEB 2017

## 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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### \*\*\*Spring School Bookkeeper Meeting – Save the Date\*\*\*

The **Spring School Bookkeeper Meeting** is scheduled on **04/25/2017** in Training Room C. The time and agenda will be shared closer to the meeting date. **We realize that this is a payroll deadline date however room availability made it necessary to schedule as such. Make sure to plan ahead so that that your payroll is complete on Monday 04/24/2017.**

### 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.

### **Reconciling Outstanding Checks (End of Month Procedures)**

When reconciling outstanding checks for end of month procedures please follow the [End of Month Reconciliation OSG](#) steps exactly as shown on Page 2 section "f" where it steps through entering the correct date range in the **Date** field, and section "i" where it steps you through entering the **Fiscal Year**, **Fiscal Period**, and **Effective date of changes**.

### **P-Cards Charge Description Field**

While coding P-Cards please change the "Charge description" field from the random number automatically displayed to a brief explanation of what has been purchased. A "best practice" would also be to enter your activity code and the first four digits for the action code if it is to be charged to internal funds.

### **Personalized Chart of Accounts Update**

If your Personalized Chart of Accounts has Changed, please send an updated copy to your Bookkeeping Coordinator.

### **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](#).

### **Property Control Procedures**

The most recent updated Property Control Procedures have been posted to the Finance Services website under Bookkeeper Resources. For your convenience, here is the link: [Property Control Procedures](#).

### **Budget Restrictions Clarification**

On January 23rd you should have received a memo announcing that schools should be extremely conservative with General Fund (1100) spending. Items to carry on the day-to-day operations may be purchased without prior approval. However, for other items, your principal must obtain permission from your Assistant Superintendent before a purchase order will be approved or a P-card purchase may be made. Funds in Capital (3XXX) and funds in Grants (4XXX) can still be used with appropriate approvals for use of those funds as usual.