



# School Dollars and \$ense

JUNE 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 Parking Lot Responses

Responses to the Parking Lot questions from the Spring Bookkeeper Meeting are attached. Thank you for submitting your questions. If you have any further questions, please contact one of the bookkeeping coordinators.

### Bookkeeper Backup Information

For those that have not sent their Backup Information requested in March, please scan it to Michael Gonzalez by end of year at [mmgonzal@pasco.k12.fl.us](mailto:mmgonzal@pasco.k12.fl.us).

### Munis Trainings: June/July

Thursday, June 1, 2017	Payroll Time Entry:	<b>8:30 – 12:00 PM</b>
Thursday, June 1, 2017	Contracts:	<b>1:00 – 4:30 PM</b>
Thursday, June 8, 2017	Requisition Entry:	<b>8:30 – 12:00 PM</b>
Thursday, June 8, 2017	Work Orders:	<b>1:00 – 4:30 PM</b>
Thursday, June 22, 2017	Budget Amendments/P-Cards:	<b>8:30 – 12:00 PM</b>
Tuesday, June 27, 2017	Payroll Backup	<b>8:30 – 12:00 PM</b>
Wednesday, July 5, 2017	Contracts:	<b>8:30 – 12:00 PM</b>
Thursday, July 6, 2017	Payroll:	<b>8:30 – 12:00 PM</b>
Tuesday, July 18, 2017	Work Orders:	<b>1:00 – 4:30 PM</b>
Wednesday, July 19, 2017	Requisition Entry:	<b>1:00 – 4:30 PM</b>
Thursday, July 20, 2017	Budget Amendments/P-Cards:	<b>1:00 – 4:30 PM</b>
Wednesday, July 26, 2017	Advanced Munis	<b>1:00 – 4:30 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.

### Payroll Backups

If at all possible or if the key payroll person's absence is planned, it is recommended that the designated payroll backups sit with their key payroll person before they are absent. Payroll backups can sign up for either the regular or backup trainings as the same material is covered in both sessions.

### Advanced Munis: Tips for Navigation and Searching

In last month's newsletter there were trainings offered for Advance Munis Training. Participants taking the class will gain proficiency in advanced navigation and searching within the following applications: Finance, Student Activities, Human Resources, and Service Requests. End users will learn advanced dashboard setup and manipulation. Participants will learn techniques using wildcards for advanced searching and filtering.

### Excel Trainings

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

Tuesday, June 13, 2017	Basic *HREQ Conference Room	<b>9:00 – 11:00 AM</b>
Tuesday, June 13, 2017	Intermediate	<b>1:00 – 3:30 PM</b>
Tuesday, September 26, 2017	Basic	<b>9:00 – 11:00 AM</b>
Tuesday, September 26, 2017	Intermediate	<b>1:00 – 3:30 PM</b>

\*All other sessions will be held in the Finance Conference Room, Building 4.

## **Month End Reconciliation Workshop**

We have scheduled dates for Month End Reconciliation workshops. We will request those who are having challenges in that area to register for a date that is convenient for you. Some of the topics reviewed will be basics procedures, reports, troubleshooting hints, and best practices. The workshop dates are as follows:

Tuesday, June 6, 2017	Finance Conference Room	<b>8:30 – 12:00 PM</b>
Tuesday, June 13, 2017	Finance Conference Room	<b>8:30 – 12:00 PM</b>
Tuesday, July 11, 2017	Finance Conference Room	<b>8:30 – 12:00 PM</b>

## **Title 1 Workshop**

There is a Title 1 workshop for all Bookkeepers at a Title 1 school scheduled on June 21, 2017 from 8:00 AM - 11:30 AM in Portable 8A. An invitation will go out to all Title 1 Bookkeepers within the next couple of days.

## **Month End Report Forms**

Month End Reconciliation Forms have been updated and found on the Finance Services website in the Bookkeeper Resources Link. For your convenience, the link is provided.

[Finance Services - Bookkeeper Resources](#)

## **2016 – 2017 Year End Information**

Year End Procedures, Year End Reports Cover Sheet, along with all other reports and inventory forms are updated and available on the Finance Services website located in Bookkeeper Resources. The link is provided for your convenience: [Finance Services - Bookkeeper Resources](#). The deadline for submitting Year End Reports is July 17, 2017. Please contact a bookkeeping coordinator if you need assistance.

## **Financial Close-Out Memo**

On May 19, 2017 a memo from Finance Services and Purchasing Services detailing deadline dates for the fiscal year-end close out procedures was emailed to all Principals, Directors, Bookkeeper and Secretaries. The link to this memo is provided for your convenience. [Financial Close-Out for 2016-2017](#)

## **Budget Entry/Training June 5-7**

Budget entry is scheduled for the following dates in **Building 3, Training Room F**. You have the option to enter the budget at your school or at the District, please contact Christine Higgins [cmhiggin@pasco.k12.fl.us](mailto:cmhiggin@pasco.k12.fl.us) to let her know what day you are planning to enter the budget and if it is being entered at the school or District office.

[QSG New Year Budget Entry - Schools](#)

Dates and times available:

Monday, June 5, 2017	Training Room F, Building 3	<b>8:30 – 3:30 PM</b>
Tuesday, June 6, 2017	Training Room F, Building 3	<b>1:30 – 3:30 PM</b>
Wednesday, June 7, 2017	Training Room F, Building 3	<b>8:30 – 3:30 PM</b>

## **Capital Requests**

### **• Pre-Budget Capital Requests – Projection 18380 (QSG Below)**

All capital requests will be submitted through Munis. Pre-Budget requests are due no later than **June 9<sup>th</sup>**. You will be required to enter a classification code which defines the description of the request (2017-2018 Budget Information, page 12) The requests should be prioritized in numerical order with one (1) being the highest priority. You must clearly describe the item(s) requested and include a cost estimate. All requests will be reviewed and you will be informed of the Superintendent's staff's decision. Notifications will be sent out the last week of June. See the QSG for [Pre-Budget Capital Request QSG](#).

## **Requisition/Purchase Order Close Out**

- **All outstanding requisitions that are not rolling over must be deleted or processed.**

To find outstanding requisitions in Munis:

- ✓ Go to requisition entry, click search
- ✓ Enter your cost center number
- ✓ Type 2017 in the "Fiscal year"
- ✓ Enter (add less than symbol) <06/17/2017 in the "Entered" field
- ✓ Click the green check to accept
- ✓ Click browse
- ✓ Click "Status" in the header bar to sort and if any are in a status other than converted, you will need to process them.

- **All open purchase orders must be reviewed.**

To review open POs, reference the QSG: [Open Purchase Orders](#). If you determine that POs need to be closed, please contact Ann Altman at x42226.

## **New Internal Master Chart of Accounts**

Your new Master Chart of Accounts for 2017-2018 are available on our Bookkeeper Resources section of the Finance Services website and provided below for your convenience. Click on a link that identifies with your Chart of Accounts to customize and send in according to instructions on your 2016-2017 Year End Information Report Cover Sheet ([Year End Information Report Cover Sheet](#)):

[Chart of Accounts ACP](#)

[Chart of Accounts ACR](#)

[Chart of Accounts Center for the Arts-RRHS WCHS CCMHS](#)

[Chart of Accounts Education Centers HSEC & JIEC](#)

[Chart of Accounts Elementary Schools](#)

[Chart of Accounts High Schools](#)

[Chart of Accounts Middle Schools](#)

## **School Checks Without Backup Documentation**

Some schools are sending in checks to the Central Cashier without any documentation or description attached. It is important to provide the appropriate documentation specifying what is being paid so that the payments can be applied to the correct accounts such as Due-to-District, Camp Fees, and payments to P-Card purchases for tax reimbursements.

## **Transfers Between Activities**

Transfers between Activities are documented with a Cash Adjustment/Cash Transfer MIS #152. This form must contain the reason(s) for the transfer(s) and must be signed by the principal and the staff member(s) who are responsible for the Activity(ies) that are being changed.

## **Internal Accounts Committee Email Address**

At the Spring Bookkeeper Meeting during the Communication Round Table Discussion, one suggestion was to create an email address for bookkeepers to communicate their best practices, questions, and challenges so that the committee can address these topics. Below is the email address for the Internal Accounts Committee:

[InternalAcctComm@pasco.k12.fl.us](mailto:InternalAcctComm@pasco.k12.fl.us).

## **Fee Based Camps Reminder**

Jamie Williams will continue to be the Finance Services contact for Fee Based Camps throughout the summer. She can be reached at X42285 and [jalwilli@pasco.k12.fl.us](mailto:jalwilli@pasco.k12.fl.us).