



District Dollars and Sense

MARCH 2017

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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*Senior Manager
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*Director of Finance
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Joanne Millovitsch*

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Spring District Bookkeeper Meeting- Date Confirmations

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.

March/April Munis Trainings

Thursday, March 2, 2017	Payroll Time Entry:	8:30 - 12:00 PM
Tuesday, March 14, 2017	Work Orders:	1:00 - 4:30 PM
Tuesday, March 28, 2017	Requisition Entry:	8:30 - 12:00 PM
Thursday, March 30, 2017	Budget Amendments/P-Cards:	8:30 - 12:00 PM
Tuesday, April 4, 2017	Contract Entry:	1:00 - 4:30 PM
Thursday, April 6, 2017	Payroll Time Entry:	8:30 - 12:00 PM
Thursday, April 13, 2017	Work Orders:	8:30 - 12:00 PM
Tuesday, April 18, 2017	Requisition Entry:	8:30 - 12:00 PM
Thursday, April 27, 2017	Budget Amendments/P-Cards:	8:30 - 12:00 PM

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, March 14, 2017	Basic	9:00 - 11:00 AM
Tuesday, March 14, 2017	Intermediate	1:00 - 3:30 PM
Tuesday, April 11, 2017	Basic	9:00 - 11:00 AM
Tuesday, April 11, 2017	Intermediate	1:00 - 3:30 PM

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

Inbox Clutter/Junk Folder

There have been some instances where emails have been sent out but inadvertently routed to either an inbox clutter folder or junk mail folder, even though the sender has sent prior emails. There have also been instances where an email from a district employee will route to those folders as well. Remember to check these folders in your email periodically.

Ask the Auditor

There is now a link called "Ask the Auditor" on the "Important Links" section of the Internal Audit website that can be used when any school district employee has a question. 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.