



School Dollars and \$ense

MARCH 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 – Date Confirmation

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.**

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.

MIS 172 for Due to District Payments

Purchase Request MIS #172 is needed for payment of the following Due to District charges:

- INI – warehouse orders – yes
- GNI – transportation charges – yes
- PRJ – salary chargebacks – yes
- GEN – journal entries by finance – yes

If the Due to District detail contains API (P-cards) only then, MIS #172 is not required.

AUDIT NOTES

Recently the auditors have noted that schools have not been following the guidelines for the ABC program. Please share the link to the current guidelines with staff at your school who manage this program.

http://www.pasco.k12.fl.us/library/audit/revised_abc_guidelines.pdf

Highlights of the guidelines:

- There must be an ABC committee at each school that at least meets at the beginning of the year and then as needed throughout the year to analyze needs and expenditures according to these guidelines.

- Gift card procedures must be followed. Tier One needs may be assessed and provided by the staff member designated by the ABC committee based on the parameters established at the start of the year meeting.

- Spending restrictions
 - ABC funds should be used for one time critical needs of the child and/or family
 - ABC funds cannot be used: to purchase medication for a child; to purchase gifts or holiday baskets nor to pay for athletic participation fees

Updated MIS Forms:

The following Internal account forms have been converted to MIS forms and are now fillable. The MIS Forms index is provided above for your convenience:

- Change Fund Log MIS #153A
- Field Trip Chaperone List MIS #155
- Returned Check Log MIS #157
- Sales Tax Accrual Worksheet MIS #158
- Ticket Inventory MIS #159A

More internal account forms will be updated and converted to MIS forms in the future.

The following fillable forms have been updated to show the new distribution of originals and copies:

- Report of General Sales Internal/Student Activities Accounts MIS #169
- Report of Monies Collected Internal/Student Activities Accounts MIS #170
- Report of Tickets Sold Internal/Student Activities Accounts MIS #171

These forms can also be printed and distributed as instructed on the bottom of the forms.

Retention Requirements - Collection Forms

School staff members who collect money should retain their copy of the monies collected form until they are able to check a Munis report to verify that the correct amount has been entered. Once verified, they can dispose of their copy of the collection form.

Internal Accounts Committee Update

We welcome **Doreen Pattermann**, our newest member of the Internal Accounts Committee. We look forward to her input as an experienced Title 1 Elementary School representative.

Also, during our Fall School Bookkeeper Meeting we asked that you identify your primary challenges in completing your bookkeeping responsibilities. Your responses have formed the following subcommittees:

Communications: Carol Jugan, Holly Gentry & Diane Boise

Procedures: DeEtte Parrish, Julia Bradley & Michael Gonzalez

Technology: Karen Hoge, John Vogel & Anita Snider

Training: Sharon Trese, Pam Barbara & Ann Altman

Uphill Issues: Assigned as needed

We will keep you updated on our progress.

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.

Reminders From Last Newsletter:

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

When reconciling outstanding checks for end of month procedures please follow the [End of Month Reconciliation QSG](#) 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.

- **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](#).