



School Dollars and \$ense

NOVEMBER 2016

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.

Bookkeeping Coordinators:

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Welcome

Welcome Sharon Trese, the newest member of the Bookkeeping Coordinator Team. Sharon comes to us from Deer Park Elementary as their bookkeeper for over 6 years. We look forward to her expertise and enthusiasm to enhance our team.

*****Fall Bookkeeper Meeting*****

The **Fall School Bookkeeper Meeting** will be held **11/16/2016 in Training Room C**. The doors will be open at 8:00 AM with the meeting beginning promptly at 8:30 AM. Breakfast (no coffee) will be provided by Office Depot and lunch will be provided by The Pasco Education Foundation.

Munis 11.2 Upgrade

OTIS is currently in the process of testing the upgrade of the Munis application from 11.1 to 11.2. They have scheduled voluntary open labs during the month of November so that anyone interested may assist them with this. They encourage you to take advantage of this opportunity to help them find any unanticipated issues or problems with the upgrade that can be reported as soon as possible. Registration for the open labs can be accessed in myPGS. The lab sessions are held in Training Room F and the dates are as follows:

- November 7 Section 2315 8:00 - 12:00
- November 9 Section 2317 8:00 - 12:00
- November 10 Section 2318 8:00 - 12:00
- November 11 Section 2319 8:00 - 12:00
- November 14 Section 2320 8:00 - 12:00
- November 16 Section 2321 1:00 - 4:30
- November 28 Section 2322 8:00 - 12:00
- November 30 Section 2323 1:00 - 4:30

Munis 11.2 Quick Start Guides (QSG)

When Munis is upgraded to version 11.2 all of the QSGs will be updated as well. When accessing a QSG use the electronic links provided to ensure that the most updated copy is utilized.

Munis TCM Attachment Issues

If you are experiencing consistent issues with the TCM attachment function in Munis, please submit a Tyler ticket for resolution as soon as possible. This will communicate with Tyler the issues the District is experiencing. Our goal is that this will lead to a permanent solution.

November Munis Trainings

November 8 – Job Openings: 8:00-12:00
November 10 – Work Orders: 1:00-4:30
November 15 – Requisitions: 8:30-12:00
November 29 – Budget Amendments, Journals, P-card: 8:30-12:00

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, November 15 Basic 9:00 am – 11:00 am
- Tuesday, November 15 Intermediate 1:00 pm – 3:30 pm

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

myPRISM Trainings

There have been many requests to offer additional training dates for myPRISM. These dates will be scheduled and posted after Thanksgiving Break.

Taggable Internal Account Purchases and Donations

All purchases made with internal funds as well as donations that qualify as taggable items for inventory (i.e., band trailers, furniture) need to be entered into myPRISM to notify Property Control. Property Control will issue a barcode in order for a Property Control Assistant to tag the item.

SchoolPay Transaction Fee

As of June 1, 2016 the SchoolPay **transaction fee** changed to a 2.99% flat fee **plus** \$0.25 per transaction. This is the fee SchoolPay charges the schools and automatically debits from your school's checking account. The **convenience fee** charged to the parents in the SchoolPay system still defaults to a flat 3.00%. We are aware that this will cause you to lose money and are working to find a solution as quickly as possible.

Check Guarantee Provider

The updated Check Acceptance Letter from Envision Payment Solutions is available in both English and Spanish on the Finance Services website in the Bookkeeping Resources link. A link has also been added to the footer of the all the schools' websites for parents to access.

Due To District

- Due to District statements will not be sent as the new process is to pay more frequently.
- Use Account Inquiry to make payments. The QSG can be found here for your convenience: [Munis QSG - Account Inquiry](#).
- You will continue to receive the Payroll Due to District breakdown after each pay period.
- When processing a check for Due to District, MIS 172 is required.

P-Cards Used for Gift Card Purchases/P-Card Maintenance

- In response to several questions by bookkeepers, gift cards may not be purchased with P-Cards.
- To assist you in maintaining your P-Card transactions on a daily basis, P-Cards are imported daily by 8:30 AM by OTIS.

PTA Bank Statements

PTA Bank statements are to be mailed to the school; however, they are not to be opened by school staff. This only applies to PTAs that are part of the national PTA group.

Resource Guide for Buying, Doing & Going

The Resource Guide for Buying, Doing & Going (BDG Guide) can be found on the Finance Services website in the Bookkeeper Resources link. The BDG guide link can also be placed onto your home page @ myPascoConnect. (Log into your home page and click "+" in your header; click "+ Add Your Own App"; enter name and website URL; click "Save".) The link is provided for your convenience: [Resource Guide for Buying, Doing & Going](#).

Raffles

We have been communicating to schools for many years that any type of raffles (games of chance, gambling) are illegal under Florida law. The only exemption is for a **501(c)(3) organization*** to run the raffle. They also have to post a notice that "there is no purchase necessary to participate ". The district and the schools are not organized as 501(c)(3). The District and schools are tax exempt under a different IRS code. However if you have an external booster club it should be a 501(c)(3) and should be able to run the raffle, if they follow the rules. If you decide to go this route be sure that the raffle is included in your support organization agreement including the distribution of proceeds. **Raffles are not allowed to take place on school grounds regardless of who is running it.**

To view the Florida statutes and Florida Department of Education Rules regarding raffles, please visit the Internal Audit website. A link has been provided for your convenience. [Florida Statutes & FLDOE Rules Regarding Raffles at Schools.](#)

A **501(c)(3) is a United States nonprofit organization that has been approved by the Internal Revenue Service to be tax-exempt under the terms of section 501(c)(3) of the Internal Revenue Code. Most charitable non-profits in the United States are 501(c)(3) organizations.*