



School Dollars and \$ense

OCTOBER 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.

Bookkeeping Coordinators:

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*****Fall School Bookkeeper Meeting – Save the Date*****

The Fall School Bookkeeper Meeting is scheduled for 11/9/2017 in the new Oak Room in Building 2. The time and agenda will be shared closer to the meeting date. Our goal is to produce a more successful meeting each time by listening to your feedback and recognizing what works well.

Transportation Request Estimated Cost Now Available in Munis

A report is available that will display the estimated cost for transportation request. We recommend that you view this once the request is in status 3 stage. Below is the Munis navigation for the report:

Munis Navigation

Munis>Financials>Work Orders, Fleet and Facilities>Fleet>Inquiries and Reports>Statistics >Estimated Field Trip Cost

Student Fee Management Activity 900111

If you have not sent in the check to the District for the \$3 for each general fee collected in the Student Fee Management Activity (900111), please do so as soon as possible using Action Code 5730XXXX. If you have any questions, please contact one of the Bookkeeping Coordinators.

Support Organizations Using Vendors on School Grounds

Support Organizations using a vendor and bringing them onto school grounds must follow District procedures related to fingerprinting and background checks. See Board Policy 8475.

Athletic Hardship Account

Activity **945800**, Athletic Club E, has been updated in Munis to **Athletic Hardship**. Your school may run fundraisers or accept donations to deposit to this Activity to pay Athletic Participation fee "scholarships" for financially needy student athletes. Funds may be transferred from general funds (Activities #900100-900411 and the vending accounts) to this fund with approval by the principal and the Activity sponsor.

To satisfy FHSAA rules, collections may not be made to this fund for a specific student. Fundraisers and donations may be used to fund this Activity in general. Specific students will be selected for the Athletic Participation fee scholarship based on nomination by the coaches and approval by the Athletic Director and funds available.

Documentation of the financial status of the student must be included with the payment request for the Athletic Participation fee scholarship. At a minimum the student should be on free/reduced price meal status and a memo from the coach and approved by the athletic director must be included that explains the special circumstances that require payment on behalf of the student.

Reports A & B

Reports A & B are now available to run, please send in with your September reports due Monday, October 16th. Please let a Bookkeeping Coordinator know if you have any issues or concerns when reviewing the reports.

Collaboration Funds

Collaboration Funds are available for schools to use when promoting collaboration for small groups of teachers working together. The funds can be used for subs if teachers are planning during the school day or stipends for teachers planning after school hours. These funds have been allocated to individual school sites based on school size.

The funds have been allocated 50% to subs and 50% to stipends. Based on your expectations for this year, you can request funds reallocated from one object to another using the budget amendment form attached. This form was created to show allocation costs. An administrative signature will be required to process the requests. The tax rate is different for stipends and subs; utilizing this form will show the actual cost of your request to ensure the funding is available. After completing your request, scan to Debbie Hawks at dhawks@pasco.k12.fl.us.

It is recommended to run a YTD report for the project (shown below) and share it with your administrator and person who prepares payroll so they are aware of the allocation.

Elementary: Project 13026

Secondary: Project 13027

Excel Trainings

Contact a Bookkeeping Coordinator to sign up for one of the following Excel trainings:

Wednesday, December 6, 2017	Basic	9:00 AM - 11:00 AM
Wednesday, December 6, 2017	Intermediate	1:00 PM - 3:30 PM

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

Month End Reconciliation Workshop

We have scheduled dates for Month End Reconciliation workshops. Some of the topics reviewed will be basic procedures, reports, troubleshooting hints, and best practices. Contact a Bookkeeping Coordinator to sign up for one of the following workshops:

Tuesday, October 10, 2017	Finance Conference Room	8:30 AM - 12:00 PM
Tuesday, November 7, 2017	Finance Conference Room	8:30 AM - 12:00 PM
Tuesday, November 14, 2017	Finance Conference Room	8:30 AM - 12:00 PM
Tuesday, December 5, 2017	Finance Conference Room	8:30 AM - 12:00 PM
Tuesday, December 12, 2017	Finance Conference Room	8:30 AM - 12:00 PM

Munis Trainings: October/November-Register for trainings through myPGS:

Tuesday, October 17, 2017	Advanced Munis	8:30 AM - 12:00 PM
Thursday, October 19, 2017	Requisition Entry	8:30 AM - 12:00 PM
Tuesday, October 24, 2017	Work Orders	8:30 AM - 12:00 PM
Thursday, October 26, 2017	Budget Amendments/P-Cards	1:00 PM - 4:30 PM
Wednesday, November 1, 2017	Contracts	8:30 AM - 12:00 PM
Thursday, November 2, 2017	Payroll	8:30 AM - 12:00 PM
Tuesday, November 7, 2017	Advanced Munis	1:00 PM - 4:30 PM
Thursday, November 9, 2017	Requisition Entry	1:00 PM - 4:30 PM
Tuesday, November 14, 2017	Work Orders	1:00 PM - 4:30 PM
Wednesday, November 29, 2017	Budget Amendments/P-Cards	8:30 AM - 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.