



**Welcome
2014-2015
Year End
Bookkeepers'
Meeting**

Agenda

- **Welcome / Introductions**
- **Year End Procedures**
- **Year End Report Packet**
- **Budget**
- **Grants**
- **Internal Accounts Committee**
- **Break**

Agenda, cont.

- **Fee Supported Camps**
- **Invoice Quick Entry (Request for Payments)**
- **P-Card updates**
- **Did you know?**
- **Chart of Accounts – revisions**
- **Lunch**
- **Audit**
- **Announcements**
- **Athletics**

Introductions

Bookkeeping Resource

Joshua Stringfellow – Accounting Manager

ext. 42090

email: jstringf@pasco.k12.fl.us

DeEtte Parrish - Bookkeeping Resource Assistant

ext. 42264

email: dparrish@pasco.k12.fl.us

Carol Jugan - Bookkeeping Resource Assistant

ext. 42445

email: cjugan@pasco.k12.fl.us

Introductions, cont.

Bookkeeping Resource

Linda Small – Bookkeeping Resource Assistant

ext. 42073

email: lsmall@pasco.k12.fl.us

Randi Moran - Bookkeeping Resource Assistant

ext. 42261

email: rmoran@pasco.k12.fl.us

Contact one of the Bookkeeping Resource Assistants with any questions about Internal/Student Activity Funds.

Year End Procedures

The completed packet is due by July 15th.

Please email to your assigned Bookkeeping Resource Assistant and Mary Collins in the Audit Department.

Contact one of the Bookkeeping Resource Assistants for individual assistance.

Year End Report Packet

**Year End Report packets are available on the
Finance website.**

**Contact one of the Bookkeeping Resource
Assistants for individual assistance.**

Budget

Project Budget Review

- **Review Projects that are available to schools.**
- **Budget Meeting in May**

Jayne Haire - Finance Analyst – Budget

ext. 42279

email: jhaire@pasco.k12.fl.us

Dominick Cristofaro - Senior Finance Manager – Treasury

ext. 42086

email: dcristof@pasco.k12.fl.us

Budget

Budget Dates

- **Mandatory Budget meeting**

- Wednesday, May 20th 12:30 pm -3:30 pm Board Room

or

- Thursday, May 21st 8:00 am – 11:00 am Training Room C

RSVP to Jayne Haire email: jhaire@pasco.k12.fl.us

- **Budget Input**

- June 8-12 Finance Computer Lab

More information to follow

Grants

- **Processing Inservice Stipends**
- **Year End Memo**
- **Grant contacts**

Laura Fedeanis - Finance Analyst – Grants

ext. 42284

email: lfedeani@pasco.k12.fl.us

Internal Accounts Committee

Purpose

To identify, prioritize and walk through processes to find solutions to obstacles that keep you, our bookkeepers, from doing your jobs more effectively.

Internal Accounts Committee

Identified Topics

- Technology
- Munis
- Time
- Payroll/HR
- Training Staff
- Communication

Internal Accounts Committee

Committee members

Pam Barbara (ODES)

Holly Gentry (PMS)

DeEtte Parrish (Finance)

John Vogel (Business Systems)

Ann Altman (Purchasing)

Julie Bradley (Audit)

Carol Jugan (Finance)

Sharon Trese (DPES)

Karen Hoge (OES)

Anita Snider (LOLHS)

Diane Boise (HHS)

Linda Small (Finance)

Randi Moran (Finance)

Facilitators: Joanne Millovitsch & Joshua Stringfellow

BREAK



Fee Supported Camps

- Once the information has been entered on the signature page, and the budget page is complete, the forms will need to be approved by the Principal then forward to Barbara Klein, Finance Assistant, Finance Dept.

Barbara Klein - Finance Assistant II

ext. 42283

email: bjklein@pasco.k12.fl.us

Fee Supported Camps

Approval Process

- Principal
- Area Superintendent
- Other District Dept. (i.e., Amy Lipovetsky, Athletics or CIS)
- Human Resources (if non-employees are listed)
- Supervisor of Volunteer Programs (if volunteers are listed)
- Finance

Fee Supported Camps

Non-Employees

- All non-employees must be fingerprinted as a vendor prior to participating at any camp
 - The camp forms will be submitted to the Human Resources Dept. for verification and signature
 - The hourly rate of pay cannot exceed a beginning teachers hourly rate of pay

Fee Supported Camps

Volunteers

- If volunteers are participating in the camp:
 - Verification will be done through Filemaker Pro to ensure the person is an approved volunteer
 - If the volunteer is 18 or older:
 - An online volunteer application must be completed
 - If the volunteer is 17 or younger:
 - The student must complete the Peer Volunteer form (available in guidance office)
 - Parent or guardian signature is required
 - Form is forwarded to Communications Department, attention Libby Rossman

Fee Supported Camps

Teacher Pay

- Teachers can claim 2 hours per day for planning which is automatically calculated at the top of the budget page
- Teachers can be paid up to their hourly rate. Teachers can volunteer their time or enter a lower hourly rate of pay
- The recommended student/teacher ratio is 25:1

Fee Supported Camps

Helpful Hints

- The Camp Form document includes the Approval Page, Budget Page and Instructions in electronic form
- The Camp Coordinator (Teacher) is required to enter the information on the Approval Page and enter the names of employees, non-employees and volunteers on the budget page
- The bookkeeper or secretary will enter the employee number and hourly rate of pay on the camp budget form to assist the staff

Fee Supported Camps

Payment Request Letter

- After the camp is completed:
- Letter must be submitted (on school letterhead, signed by the principal) with the following information:
 - Name of Camp
 - Start and End dates of the camp
 - Attach a copy of the approval page
 - Attach a completed copy of the budget page with the “actual” hours and “actual” revenue collected
 - Non-employees names and current address
 - Internal coding 1100.xxxx.xx.01000.114200.0000.0000

Fee Supported Camps

Kinder Camp

- Submit paperwork the same as other camps if students will be charged a fee or employees are to be paid for hours worked
- Teachers may be paid their hourly rate of pay, or an hourly stipend or volunteer their time

Invoice Quick Entry

- Updated Procedures
 - Invoice Quick Entry
 - FNS Journal Voucher
 - Athletics Officials

Karin Smith – Finance Analyst – Accounts Payable

ext. 42292

email: ksmith@pasco.k12.fl.us

Procurement Cards

- Allowed/disallowed purchases and documentation
- Purchasing guidelines
- Receipts – tips/acceptable
- Common issues



Ann Altman – Senior Procurement Specialist – Purchasing Services

ext. 42226

email: aaltman@pasco.k12.fl.us

Did you know?

- **Check/Receipt Reconciliation Reports**
- **Monthly Checklist**
- **P-Card – researching receipts**

Chart of Accounts Changes

Activity – Renaming

- 900110 - SchoolPay Convenience Fee
- 989012 – Beverage/Snack Machine Commission
- 989013 – All Other Commissions
(Recycling, Box Tops)

Activity - Deleting

- 997300 - Teacher Lead
- 999700 - SAC

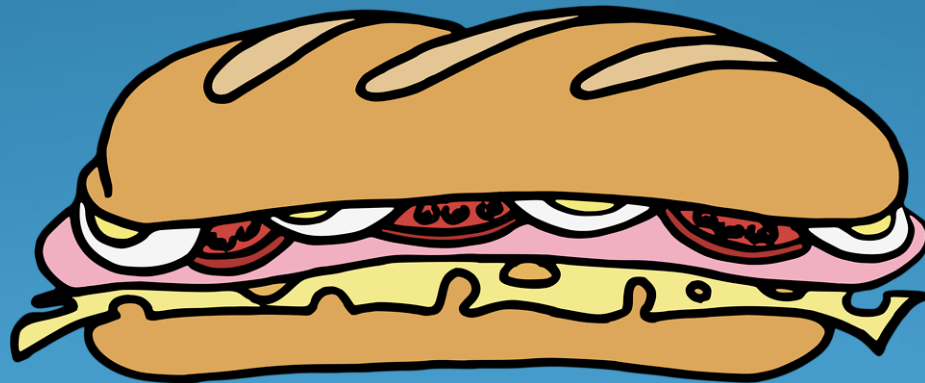
Chart of Accounts Changes

GL Activity Codes – Deleting

- 216100 - Due to Other Funds
- 222100 – District Petty Cash
- 222700 – Coca-Cola Payable

Changes will be effective July 1, 2015.

LUNCH



Internal Audit Department

- **Donations/Grants**
- **Contracts- allowable signatures**
- **Change Funds**
- **P-Card receipts/PO's – include explanations**
- **Approvals – forms requiring signatures**
- **Bank Confirmation Forms**

Mary Tillman – Director – Internal Audit

ext. 42282

email: mtillman@pasco.k12.fl.us

Announcements

- **SchoolPay**
 - Summer trainings
 - Registration Day
- **Dollars and Sense** - Monthly newsletter
- **EOY Memo** – deadline dates
- **Upcoming Training sessions**

Athletics

Amy Lipovetsky – Program Coordinator – Teaching and Learning

ext. 42755

email: alipovet@pasco.k12.fl.us