

Welcome to the 2016-2017 Fall Bookkeepers' Meeting

Wednesday,
November 16, 2016



Introductions

- **Joanne Millovitsch** – Director of Finance Services
 - ext. 42268
 - e-mail: jmillovi@pasco.k12.fl.us
- **Dominick Cristofaro** – Senior Finance Manager
 - ext 42086
 - e-mail: dcristof@pasco.k12.fl.us
- **Jayne Haire** – Financial Accounting Analyst - Budget
 - ext 42279
 - e-mail: jhaire@pasco.k12.fl.us



Bookkeeping Coordinators

- **DeEte Parrish**
 - ext. 42264
 - e-mail: dparrish@pasco.k12.fl.us
 - **Carol Jugan**
 - ext. 42445
 - e-mail: cjugan@pasco.k12.fl.us
 - **Sharon Trese**
 - ext. 42261
 - e-mail: strese@pasco.k12.fl.us
 - **Michael Gonzalez**
 - ext. 42073
 - e-mail: mmgonzal@pasco.k12.fl.us
- Contact one of the Bookkeeping Coordinators with any internal/student activity questions
 - E-mail for team: bookkeeperresource@pasco.k12.fl.us



Agenda

- Welcome & Introductions
- Office Depot
- Purchasing
- HREQ
- FMLA/Leaves
- Payroll
- **Break**
- Accounts Payable
- Balancing the New Way
- Budget
- Check Guarantee



- **Lunch**
- SchoolPay
- Internal Audit
- Property Control
- Athletics
- Hot Topics
- Internal Accounts Committee Update
- **Wrap Up**

Office Depot – David Herold & Jack Huff

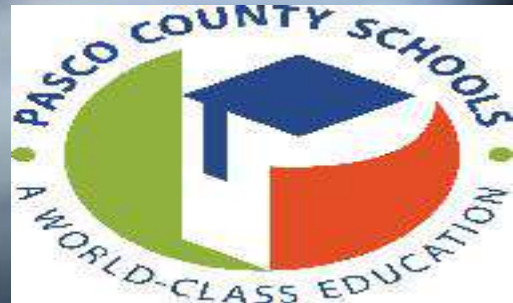
**Office
DEPOT®**

Thank you Breakfast!!





**BUSINESS MADE
PERSONAL**
IS BUSINESS MADE BETTER



Date 11-16/17

Pasco County Schools

AGENDA

- **Introduction**
 - **David Herold – Vertical Business Development Manager/Public Sector – Florida**
 - **Jack Huff –Vertical Market Manager – Central/West Florida**
 - **Peggy Cochran – Store Manager Office Depot #2603**
 - **? – Store Manager Office Depot #306**
- **Store Purchasing Card Program – David**
 - **Benefits and Solution**
- **Store Purchasing Card Program – Managers**
 - **How it works in the Store**
- **Customer Service – Jack**
 - **When to call Customer Service at 888-777-4044 or Jack**
- **Questions**

Purchasing

- **Ann Altman** - Purchasing Manager
 - ext. 42226
 - e-mail: aaltman@pasco.k12.fl.us
- **Stephanie Swinson** - Senior Buyer
 - ext. 42234
 - e-mail: sswinson@pasco.k12.fl.us
- **Deb Mateo** - Senior Buyer
 - ext. 42227
 - e-mail: dmateo@pasco.k12.fl.us
- **Stephanie Bunford** - Senior Buyer
 - ext. 42225
 - e-mail: sbunford@pasco.k12.fl.us

- **Nicole Westmoreland** - Purchasing Director
 - ext. 42222
 - e-mail: nwestmor@pasco.k12.fl.us



Purchasing Updates



Purchasing Team Restructure

- Purchasing Services – Senior Buyers are Stephanie Bunford, Deb Mateo, and Stephanie Swinson
- Each cost center has been assigned a team and a specific contact person
- See website for contact list-Purchasing Department>Important Links>Purchasing Team Assignment
- Exceptions are:
 1. Contracts - Stephanie Swinson, Debbie Reaves
 2. Office Depot - Amy Eaton aeaton@pasco.k12.fl.us
 3. Furniture - Zsuzsi McGovern zmcgover@pasco.k12.fl.us
 4. P-card **forms** - pcards@pasco.k12.fl.us
 5. Vendor requests - vendors@pasco.k12.fl.us

Purchasing Thresholds

Thresholds are governed by Pasco's School Board policy and Florida State Statute.

- Telephone Quotes (\$3,000 to \$6,999.99) from three (3) vendors
 - Written Quote (\$7,000.00 to \$49,999.99) Purchasing will assist
 - Formal Sealed Bid or Request for Proposal (\$50,000+) Purchasing will assist
- Exemption examples: Sole source, single source, professional services, etc.

Advantages of Contracted Vendors

See Purchasing Services website "Current Bid List" for contracted vendors

- Controlled pricing
- Established vendor relationships
- Vendors have been vetted through the bid/contract/quote process
- Quality products (you know what you are getting)
- Recourse if issues arise (returns, credits, billing disputes, etc.)

Vendor Complaints

- Use the complaint form to notify Purchasing Services of vendor complaints as they arise
- The complaint form is located on Purchasing Services website>P.R.I.D.E.>Complaint Form
- Email to purchasing@pasco.k12.fl.us

P-Card Preapproval Requirements

Commodity/Item	Preapproval Needed From
Furniture	Purchasing
Purchase totaling \$10,000.00 or more	Purchasing
Purchase of items not on bid totaling \$3,000.00 or more (three quotes are required)	Purchasing
Aeronautic Equipment	CCTE
Computers, Tablets	OTIS
Projectors	OTIS
Printers	OTIS
Software, Capitalized (cost is \$1,000.00 or over)	OTIS
Televisions	OTIS
Online Educational Subscriptions	OTL
Textbooks	OTL
Videos, DVD's	OTL
Defibrillator	SSPS

Note: Audio Visual bid and Printing Services bid require three quotes from awarded vendors when purchase is \$3,000.00 or more.

Preapproval Examples

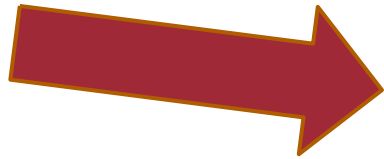
Is pre-approval required for the following purchases? If so, from whom?

- Printing business cards at Pro-Copy for a purchase totaling \$3,252.35?
- HP Color Printer?
- Office supplies from Office Depot totaling \$9,825.32?
- The Lion King DVD for kindergarten class?
- Special flavored bubble gum wrapped in the school logo from "Bubble Gum R Us" totaling \$3,525.50?

P-Card Other

- If the vendor that appears on a transaction in Munis needs to be corrected, contact Purchasing before releasing it. This will make transactions easier to find in the future. (Especially if it is just "PAYPAL").
- School checkout card is only for employees.
- For fraud or disputed transactions make sure to attach dispute/fraud emails, forms, or at a minimum missing receipt affidavit.
- If sales tax is paid in error, the cardholder must work with the vendor to issue a credit or the cardholder is responsible for personally reimbursing the District. Tax reimbursements should not be paid by school checks.

Requisition Entry Tips/Reminders




Receive by

Quantity Amount

- New field in 11.1 – “Receive by Quantity or Amount”
- Vendor numbers are now located on all requisition/PO line items (see example on the following page).
- If a change is made to the vendor number on the Main Screen once the record is saved, it will not update on the line items automatically (Vendor number updates must be done manually on each line item.)

Vendor on Header

Vendor Information

Vendor: 1716 ...  Committed


Name: Music Man Inc



PO mailing: 0 ...

2309 North Dixie Hwy

West Palm Beach FL 33407

Delivery method: Print Fax E-Mail

Remit: 0 ... 

 Vendor/Sourcing Notes  Vendor Quotes (0)

Line Items

Line	Description	Vendor
1	Yamaha: HD200 Harmony Director	(1716) Music Man Inc

Also on line detail

Contract Clarifications

- Contracts are needed for:
 - Training
 - Services (e.g. Murals, Clinician)
 - Rentals (venues, decorations, photo booths, etc.)
 - Entertainment (DJ, reptile show, etc.)
 - Fundraisers (only in certain circumstances when money is required up front)
 - Officials for Athletics
 - SROs – additional duty
 - With exception of fundraisers, contract is needed whether deposit is required or not.
 - ** American Reading

Contract Examples

Example 1

Event venue for an off campus event requiring a sit down dinner. No deposit is required, but an agreement is. Payment is the night of the event and the cost is under \$2000.

Response

- A contract is required because the school is paying for the rental of a venue. It is necessary to secure the date, cost, and any liability owed.
- A deposit is allowed to be paid.
- The dollar amount or when payment is due does not drive the necessity for a contract. Full payment should not be paid prior to use of the facility or service being rendered.

Example 2

Seniors are going to Universal for grad bash, but, arrangements are made through a 3rd party (required). The 3rd party has an agreement to be signed. Tickets are purchased in advance of the date and a deposit is required a few weeks ahead of number confirmations. Payment is required with final ticket order, prior to the day of event.

Response

****This is a special circumstance****

District is not in a position to change Universal's procedures. In order to attend events managed by a 3rd party you must follow the procedures set forth by the vendor.

Example 3

Fundraiser where students sell from a catalog brochure. A fundraiser agreement is executed. No one comes on campus, there is no deposit, and the sponsor is responsible for placing the order. We are invoiced after delivery of the product.

Response

A fundraising agreement does not need to be sent to Purchasing. The MIS 176 must still be completed.

Example 4

Fundraiser for pizza, popcorn, etc. where the rep comes on campus and does a kick-off. A fundraiser agreement is obtained from vendor and signed by the principal.

Students take brochures and pre-sell the product. The rep returns to tally the sales, compile the order and speak to students involved. He also determines what prizes the students have earned based on sales. The order is placed and delivered a few days later. The school is invoiced for their cost of the product and ½ the cost of the prizes.

Response

A fundraising agreement does not need to be sent to Purchasing. The MIS 176 is required. A fundraising agreement only needs to be sent to Purchasing IF money must be paid up front to an outside vendor.

Example 5

Mother's Day Cakes. Publix provides the cakes to us for \$6.50 per cake and we sell them for \$8.00 per cake. I schedule a date with the bakery manager the week before Mother's Day and Publix shows up with all the cakes and decorating kits. We call the kids down and they decorate their cake and take it home for their mom.

Response

A fundraising agreement does not need to be sent to Purchasing. The MIS 176 is required.

Desktop Scanners

- Do you frequently take your laptop to other locations to work and are unable to complete tasks because you need your scanner?
- Is your printer/scanner located in another area?
- Is your cost center willing to spend approximately \$350 for a desktop/portable scanner?
- Please sign the list on your table if your cost center is interested in a new scanner.
- Purchasing will assist with obtaining quotes from bid vendors.

Human Resources and Educator Quality

- **Lori Perreault** - Human Capital Partner
 - ext. 42845
 - e-mail: lperreau@pasco.k12.fl.us



Email communication

After candidate is placed in OFFER status and released into workflow in Munis HREQ sends the electronic New Hire paperwork.



Pasco County Schools

Hello Sleepy Dwarf,

Welcome to Pasco County Schools! Congratulations on your recent offer of employment. A HireForms account has been created for you so you may complete your new hire paperwork easily from your phone, tablet, or desktop computer.

Onboarding (what is needed now):

- **Social Security card.** A copy of your social security card is required to set up your payroll file. You may send it by fax, email, or deliver in person to your work site or to the address above. Please see the [Notice of Social Security Number Disclosure](#).
- **Set up your fingerprint appointment.** Instructions can be found here: <http://www.pasco.k12.fl.us/hreq/background>.
- **As soon as you have scheduled your fingerprint appointment, please forward a copy of the FieldPrint confirmation email to your onboarding representative. Your Onboarding Rep's contact info and email can be found under *Company Info* after you log-in.**
- **Request an employee identification badge.** View instructions here: <http://www.pasco.k12.fl.us/hreq/background>.
- If you have not already uploaded a copy of your official transcripts to your application, please do so at this time. Level of education may be considered in salary determination for certain positions.

Hiring Process (what to expect in the upcoming week):

- Complete your new hire paperwork, and request an employee badge.
- Once your background screening clears, an email account will be created. Email login information will be sent directly to your worksite and given to you by your school contact.
- Employee Self-Service (ESS) access is available after you receive your email login information (<https://mss.pasco.k12.fl.us/ESS/login.aspx>). Review your employee profile and W-4 information for any changes or corrections. Emergency contact information can be added/updated as needed.
- On your first day of work, you will need to complete the Loyalty Oath and the I-9 (**please bring supporting documentation for the I-9**). A list of acceptable documents can be found here: <http://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents>.

Please set your fingerprinting appointment, and use HireForms to complete your forms within the next 5 days.

You must activate your HireForms account before logging in for the first time. Please follow these instructions to activate your account:

1) Your username is: bdwarf06022016

2) Your temporary password is: XEC9s1r2

3) Click on the link below to activate your account. You will be asked for the password listed above. We recommend you copy and paste the password into the website to

Employee Dashboard



Employee Information



Forms



Upload Files



Company Information



Welcome to Pasco County Schools!



Congratulations on joining Pasco County Schools! We are excited to have you as a part of our District. This site contains information about the District, our benefits, and general information regarding your position.

Optional Forms

These forms are available to select but are **not required** to move forward. Please select only the forms you would like to complete and uncheck the forms you would like to skip.

W-4 - 2016

Calculates income withheld for federal taxes.

I-9 (Expires 3/31/2016)

Form I-9, Employment Eligibility Verification. New employees must present required identification documents to the employer.

Authorization/Agreement for Automatic Deposit of Payroll

This form allows the employee to allocate their pay into the account(s) of their choosing.

School Board Policy Acknowledgement

Employee's acknowledgement and agreement to School Board's policies.

Previous Employment Summary

Allows the employee to list previous employment information.

Contract Type Notification: Annual, Temporary Service or Mini Contract

Notification of contract type.

Eligibility for Group Health Insurance

Employee's eligibility for group health insurance.

Bloodborne Pathogen Employee Notification

Condition of Employment

Electronic Network Use Guidelines For Employees

Mandatory Reporting of Child Abuse

Reasonable Suspicion Drug Testing

Workers' Compensation Acknowledgement of Procedures

MIS 304-Personal Information

This form asks the employee basic information questions.

Ethical Standards Acknowledgement

Confidentiality Agreement

Ready?

Fill Out My Forms

Form Questions



Message Center

Quick Links

Sleepy Dwarf

You have completed 0% of the questions.

[Return to Fill Out Forms Page](#)

Please answer the following general questions:

Household Address Information

This is general information about you and your current residence that will be used on all relevant forms.

Household Street Address:

(This response is required)

7227 Land O Lakes Boulevard

NOTE: The apartment number is essential for payroll and communication purposes within your employment. If you have an apartment number, please check to make sure it is entered correctly here.

Apartment Number:

City:

(This response is required)

Cityville

State abbreviation:

(This response is required)

DE - Delaware



Zip Code:

(This response is required)

55555

Example: 84321

[Save and Continue](#)

Questions Complete

You have completed 100% of the questions.

[Return to Previous Page](#)

Almost Finished!

The final step is for you to view, sign and submit your paperwork. Click on the "View & Sign Documents" button below to sign each document.

W-4 - 2016

[View & Sign Documents](#)

Submit Your Forms

You have submitted 0% of your forms.

The W-4 - 2016 form is ready to be electronically submitted.

View Your Document



(Opens in a new window)

W-4 - 2016

Electronic Signature

Please read carefully:

To sign this form electronically, you must agree to the statement below and type your full legal name in the box.

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

1) If you agree with this statement, please enter your full legal name as your electronic signature.

(This response is required)

You must view the document before continuing

Submit Your Forms

Submission Complete

Congratulations! You have successfully submitted or viewed your forms! All form submissions complete page.....

Before you exit, just a few items for you to remember:

- You can return to the Employee Dashboard to review the information at any time. To access the Employee Dashboard:
 - Click on the Quick Link in the header
 - Select Employee Dashboard from the drop-down menu
- Don't forget your fingerprinting appointment
- On your first day of work, please remember to bring the following items:
 - Verification for the I9
 - Social Security Card for payroll purposes (Please view the Social Security Disclosure in the flyers section)
- Please see below for additional read-only material
 - This information will also be available to you from the dashboard under the Company Information box – view company fliers link.

Company Flyers

Name (click name for details)	Description
Smoking Cessation Program information	All Pasco County Schools' locations have been deemed 'no smoking' zones. If you are interested in quitting smoking please see the attached information.
Benefit Provider Contact List	Contact information for various benefit programs.
Reasonable Suspicion Information	Information regarding the reasonable suspicion drug testing program.
SSN Disclosure	Information regarding why we request a copy of your social security card.
Benefits Rate Chart	Current rate chart for medical benefits for 2016.
Employee Assistance Program	The Employee Assistance Program (EAP) is a benefit program intended to ensure a healthy work environment for all staff.
Cigna Group Term Life	This group term life insurance is another way to supplement the basic life plan the School Board provides for you.
Davis Vision	Vision coverage is available for Pasco County Schools' employees and their dependents. The vision benefit is provided by Davis Vision.
District Office Map	Map of all the District department locations.
How to log into Employee Self Service (ESS)	This document will explain how to log into Employee Self Service (ESS). In order to log in you must have access to your Pasco County Schools work email address.
Pasco County Schools Success Plan 2015-2016	This Success Plan is the district's actionable guidebook for achieving goals leading to educational excellence for Pasco students at every level of the district.
CareHere FAQ's	Pasco County Schools' has 5 CareHere Locations. Here are FAQ's about the program. To find a location click here: http://www.pasco.k12.fl.us/ebarm/hwc/
CareHere Health Coach Information - Free program	CareHere offers a Health Coach to help you achieve your wellness goals.

Past Forms

Name (click name for details)	Submitted	Status
Friday, July 08, 2016		
W-4 - 2016	8:26:00 AM EST	Received
Monday, June 13, 2016		
W-4 - 2016	4:51:00 PM EST	Received
I-9 (Expires 3/31/2016)	4:50:00 PM EST	Assigned
Eligibility for Group Health Insurance	4:50:00 PM EST	Received
Authorization/Agreement for Automatic Deposit of Payroll	4:49:00 PM EST	Received
MIS 304-Personal Information	4:48:00 PM EST	Approved
Contract Type Notification: Annual, Temporary Service or Mini Contract	4:43:00 PM EST	Received
School Board Policy Acknowledgement	4:43:00 PM EST	Received
Previous Employment Summary	4:40:00 PM EST	Approved
Ethical Standards Acknowledgement	4:38:00 PM EST	Approved
Bloodborne Pathogen Employee Notification	4:38:00 PM EST	Approved
Condition of Employment	4:38:00 PM EST	Approved
Confidentiality Agreement	4:37:00 PM EST	Approved
Electronic Network Use Guidelines For Employees	4:37:00 PM EST	Approved
Mandatory Reporting of Child Abuse	4:37:00 PM EST	Approved
Reasonable Suspicion Drug Testing	4:37:00 PM EST	Approved
Workers' Compensation Acknowledgement of Procedures	4:36:00 PM EST	Approved

Pop Quiz

When do you have to complete a new hire's I-9 by?

By the end of their 3rd day of work.

True or False: You cannot tell a new hire what documents to bring to prove employment eligibility.

True. You cannot specify which documents a new hire brings to prove employment eligibility.

Verifying Documents for the I-9

- The employee may present **one selection from List A OR one selection from List B and one selection from List C.**
- All documents must be **UNEXPIRED.**
- A list of acceptable documents may be found at <https://www.uscis.gov/i-9-central/acceptable-documents>
- **Note: You may NOT specify which document(s) employees may present from the Lists of Acceptable Documents.**

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport, and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				



Pop Quiz!

True or False: You can accept expired documents to complete the I-9.

False. You can NOT accept expired documents to complete the I-9.

What are the 2 documents you complete once a new hire starts?

The Loyalty Oath and the I-9

HREQ Onboarding Contacts

- Central Region: Margarida Wainraich – x42428
- East Region: Thena Jackson – x42387
- Northwest Region: Elena Merritt – x42501
- Southwest Region: Tomoral Pinto – x42701
- District Office: Joanne Reece – x42946



Leaves/FMLA

- **Jessica Rusha**– Leaves Specialist– HREQ
 - ext. 42981
 - e-mail: jrusha@pasco.k12.fl.us





LEAVE PROCESSING 101

Steps to processing a Leave Request

- Receive 101 leave form along with the necessary paperwork (Request for FMLA – MIS form 306 & physician's statement – MIS form 307) from the work location and/or employee.
 - We only need the MIS form 307 if they are requesting FMLA for their illness or a family member's illness.
- Make sure employee is eligible for Leave.
- On first day of Leave contact school to check if the employee went out.
- Map out paid time (sick and/or vacation) and unpaid time.
- If applicable, check FMLA eligibility by running report.
- Create Personnel Action (PA) to stop pay record if necessary.
- Email bookkeeper/secretary and Payroll regarding what time should be entered into the system.

Completed 101

✓ 11/17/16
JR

District School Board of Pasco County

REQUEST FOR LEAVE or TEMPORARY DUTY

MIS Form #101
Rev. 6/98

OFFICE USE ONLY:
Run # _____ Employee Job # _____
Amended _____

INST. NONINST. ADMIN.

(1) Employee Requesting Leave/Temporary Duty	(2) Employee ID Number	(3) Effective Date(s) Including Travel Time (beginning) - (ending)	(4) Leave Duration Work Time ONLY
Last First MI	ID#	Time Mo Day Yr Time Mo Day Yr	Days Hours
		11/23/16 - 3/17/17	/ 7.5

(5) Data Entry Leave - WITH PAY <input checked="" type="checkbox"/> Illness, Personal Illness: <i>Nov 28-Dec 15, 2016 14 days</i> Illness: <i>Dec 16-6, 2016 6 hrs.</i> relationship _____ <input type="checkbox"/> Death: _____ relationship _____ <input type="checkbox"/> Personal (instructional only) <input type="checkbox"/> Personal (noninstructional and administrative cite/ check reason below) _____ Family problem _____ Household emergency _____ Legal business _____ Transportation problem _____ Other (explain below) <input type="checkbox"/> Personal (school-related event) <input checked="" type="checkbox"/> Vacation <i>Dec 16-1, 2016 1.500 hrs.</i> <i>Dec 19, 2016 - Feb 15, 2017 32 days</i>	(6) Human Resources Leave - WITH PAY <input type="checkbox"/> Injury-in-line-of-Duty (attach Injury Report copy) <input type="checkbox"/> Jury Duty - Witness (attach copy of summons) <input type="checkbox"/> Military (attach copy of orders) <input type="checkbox"/> Sick Leave Bank <input type="checkbox"/> Other (explain below)	(7) Human Resources Leave - WITHOUT PAY <input checked="" type="checkbox"/> Child Rearing <input checked="" type="checkbox"/> FMLA <i>Feb 16-4.625 hrs.</i> <i>Feb 17-Mar 17, 2017 34 days</i> <input type="checkbox"/> Illness, Personal <input type="checkbox"/> Professional (explain below) <input type="checkbox"/> Personal (explain below) <input type="checkbox"/> Workers' Compensation <input type="checkbox"/> Other (explain below) → INSURANCE NOTICE ← You must contact the Employee Benefits Section to continue group insurance coverage any time that you do not receive a regular paycheck.	(8) Data Entry Leave - WITH PAY <input type="checkbox"/> Substitute Teacher <input type="checkbox"/> Professional (explain below #10) <input type="checkbox"/> Temporary Duty (explain below #10) * (9) Authorized Cost Center Encumbrance (Complete #11 and 14) <input type="checkbox"/> ALL following items: <input type="checkbox"/> Mileage <input type="checkbox"/> Per Diem <input type="checkbox"/> Registration Fee <input type="checkbox"/> Other Incidental Expenses
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(10) Explanation for request for Professional/Temporary Duty assignment and location.	(11) Accounting Code														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>FUND</th> <th>COST CENTER</th> <th>PROJECT</th> <th>OBJECT</th> <th>FUNCTION</th> <th>GENERAL LEDGER</th> <th>SUB PROJECT/PROGRAM</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	FUND	COST CENTER	PROJECT	OBJECT	FUNCTION	GENERAL LEDGER	SUB PROJECT/PROGRAM							
FUND	COST CENTER	PROJECT	OBJECT	FUNCTION	GENERAL LEDGER	SUB PROJECT/PROGRAM									

DISTRIBUTION:
 WHITE - Sections (5) & (8) send to Data Entry, I.S.
 Sections (6) & (7) send to Human Resources
 CANARY - School/Cost Center
 PINK - Employee

(12) Employee	(14) Cost Center Administrator
Position <u>DSBDC</u> School/Dept	Signature _____
(13) Authorizing Administrator	* Signature REQUIRED for reimbursement
Date <u>9/23/16</u>	

Employee Sick Accrual Records

HOME | Employee Accruals - Munis [DISTRICT SCHOOL BOARD OF PASCO COUNTY]

Accept Cancel Search Browse Query Builder Add Update Delete Establish Duplicate Print Text File PDF Review Output Excel Word Email Schedule Office Attach Notify Alerts Tools History Text Limit Update Import More... Return

Confirm Search Actions

Employee Identification
Employee: GSN Last Name: First Name: MI: Suffix: Status: ACTIVE

Employee Accrual Information

Location	9050 - FOOD AND NUTRITION SERVICES	SOY Balance	58.5000
Job Class	J2 - SICK	Earned YTD	52.5000
Type	J25 - SICK RT 12 MONTH 7.5 HOURS	Used YTD	.0000
Table	J25 - SICK RT 12 MONTH 7.5 HOURS	Available	111.0000
	<input type="checkbox"/> Send Accrual Threshold Alert	Pending	.0000
Acqr Date	09/12/2015	Liability	2533.00
Start Date	01/01/1900	<input type="checkbox"/> Review	
End Date	12/31/2020	UOM	H
Default Limit	9999.99	Default Rate	7.5000
Actual Limit	60	Actual Rate	8.0000

History

Start	End	Earned	Used	Running Balance
10/26/2016	FRI	7.5000	.0000	111.0000
09/30/2016	FRI	7.5000	.0000	103.5000
08/26/2016	FRI	7.5000	.0000	96.0000
07/29/2016	FRI	39.0000	.0000	88.5000

2 of 3

Employee Vacation Accrual Records

Employee Accruals - Munis [DISTRICT SCHOOL BOARD OF PASCO COUNTY]

HOME

Accept Cancel Search Browse Add Update Delete Global Print Text file PDF Excel Word Email Attach Notes Notify Audit Maplink History Pending Import Return

Control Search Actions Tools Alerts

Employee Identification

Employee SSN Last Name First Name MI Suffix Status

Employee Accrual Information

Location 9050 - FOOD AND NUTRITION SERVICES SOY Balance 211.6875

Job Class Job Class Earned YTD 42.1875

Type II - VACATION Used YTD 9.5000

Table 105 - VACATION 7.5 HR EMPLOYEES Available 244.3750

Send Accrual Threshold Alert

Active Pending .0000

Accr Date 06/01/2009 Liability 2576.59

Start Date 07/01/2009 Review

End Date 12/31/2009 UOM H

Default Limit 450.00 Default Rate 4.6675

Actual Limit .00 Actual Rate 0.0000

History		Start	End	Earned	Used	Running Balance
11/04/2016	FRI	11/04/2016	FRI	4.6675	.0000	244.3750
10/01/2016	FRI	10/01/2016	FRI	4.6675	.0000	239.6875
10/07/2016	FRI	10/07/2016	FRI	4.6675	.0000	235.0000
09/23/2016	FRI	09/23/2016	FRI	4.6675	.0000	230.3125

K < 1 of 3 > >|

FMLA Request



DISTRICT SCHOOL BOARD OF PASCO COUNTY REQUEST FOR FAMILY MEDICAL LEAVE (FMLA)

MIS Form #306
Rev. 7/07

Employee Name _____ Last _____ First _____ MI _____ State _____ Zip _____
Address _____
Work Location DSBPC-FNS Inst. Noninst. Adm.

Unpaid FMLA leave is requested for the following reason:

1. The birth of a child (son or daughter), and care following the child's birth.
Date or expected date of birth 11/20/16
2. The adoption of a child including the events and process leading to the adoption, and care following the adoption.
3. The placement and/or care of a child in the foster care of the employee.
- *4. The care of a child, spouse, or parent of the employee who has a serious health condition.*
- *5. The treatment of a serious health condition which prevents an employee from performing the functions of his/her job (including serious health condition[s] related to pregnancy).*

*For leave requested under items 4 or 5, attach a completed Certification of Physician or Practitioner form (MIS Form #307).

Unpaid FMLA leave is requested as follows:

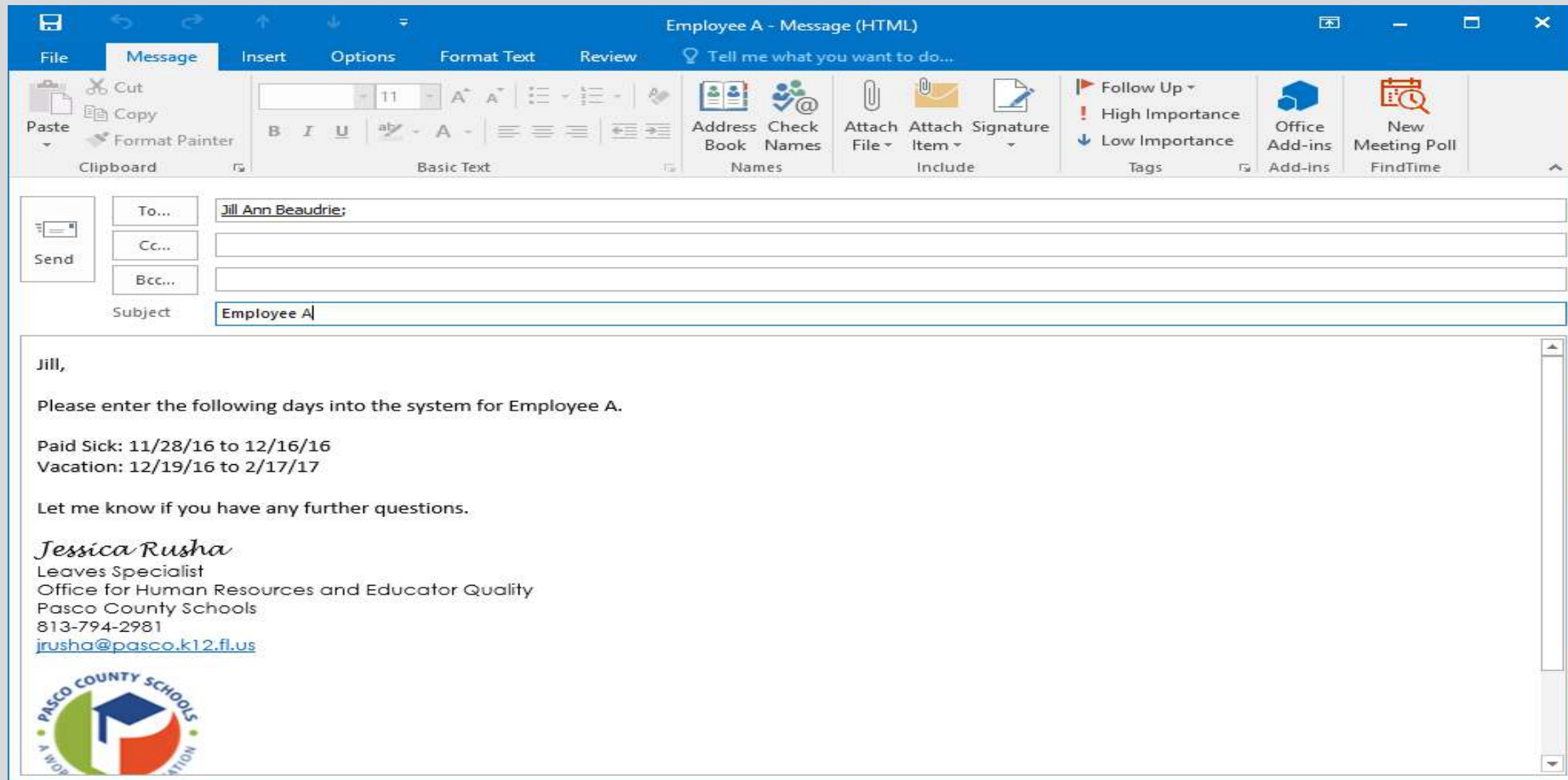
- Continuous leave: Approximate dates 12/19/16 3/17/17
(beginning) (through)
- ** Reduced schedule to _____ hours per day or to _____ days per week. (Hours per day or days per week must be consistent per pay period. See instructions below regarding schedule of anticipated leave.)
- ** Intermittent schedule (See instructions below regarding schedule of anticipated leave.)

** For leave which is requested on either a "reduced leave schedule" or "intermittent leave schedule":

For leave on a reduced leave schedule or intermittent leave which is requested under reasons 4 or 5 (that is, for the serious health condition of the employee or eligible family member), attach an explanation of the reason(s) why the reduced leave/intermittent leave schedule is medically necessary and of the schedule for treatment, if applicable.

FOR DISTRICT REVIEW/APPROVAL ONLY:	
<input type="checkbox"/> Leave is approved as requested/described.	<input checked="" type="checkbox"/> Employed one year
<input type="checkbox"/> Leave is approved with the following modification(s): _____ Approved for _____ hours.	<input checked="" type="checkbox"/> 1250 hours
<input type="checkbox"/> Leave is denied for the following reasons: _____ _____	
Signature of Reviewer _____	Date _____

Email to Bookkeeper/Secretary and Payroll



Voluntary Sick Leave Donation (VSLD)

- To apply for VSLD we will need the following paperwork
 - MIS 101
 - Voluntary Sick Leave Donation application
 - FMLA Physician's Statement
- This program is very time sensitive and does not retro back. The employee is not eligible for sick time until the packet is complete (application and FMLA physician's statement) and in our office.

Sick Bank

- To apply for Sick Bank we will need the following paperwork
 - MIS 101
 - Sick Bank application
 - FMLA Physician's Statement

Payroll

- **Michelle Mills** - Accounting Manager - AP & Payroll
 - ext. 42286
 - e-mail: mmills@pasco.k12.fl.us



Time Entry Batch Checklist



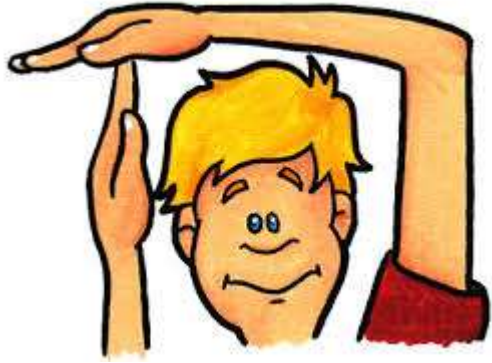
ToDo

- Review your sub coding updating any PAYR's or 9013's
- Verify your daily subs (120) are reported in full or half days increments
- Check that your hourly subs (175) are reported in hourly increments
- Update your long term sub records (170) coding and job classes
 - Job class 9005
 - 1100.XXXX.XX.90010.514000.5100.0000
- Select the proper job class & pay type when keying additional duty
 - Double check that you are not keying to base
- Remember to calculate overtime on 40 "physically worked" hours per week
 - Holiday and leave time are not calculated in "physically worked" hours
- Re-release your batch if you have made changes to restart workflow
- Report shift differential in weekly totals under the Friday field
- Contact Human Resources for AESOP issues or if you need a job set up
- Verify that you have keyed hours for your students and temporary personnel
- Notify your payroll contact of employees who are terminating or going out on leave
- Review your Payroll Due Date Schedules
- Have a backup to process payroll
- Contact Payroll or your Bookkeeping Coordinator for questions or problems

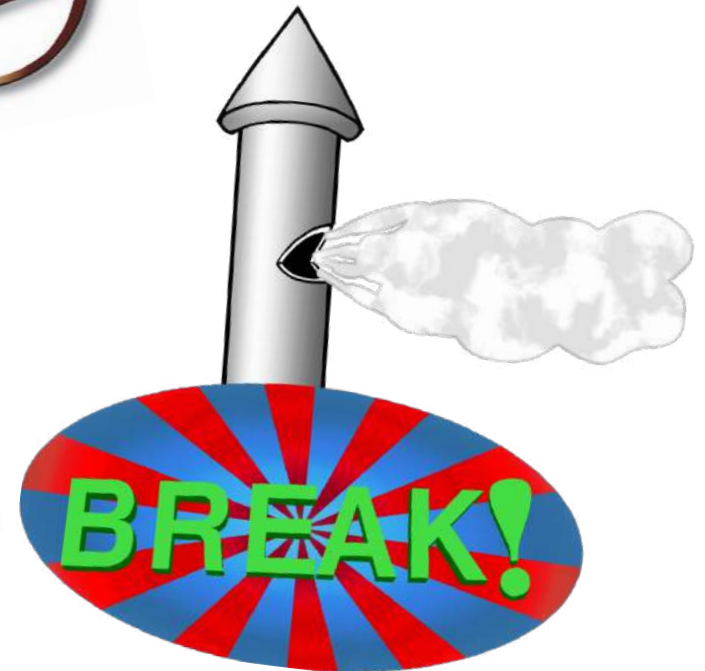
<input type="checkbox"/> Diane Ford	42287
<input type="checkbox"/> Joyce Hopkins Sheer	42289
<input type="checkbox"/> Kelly Lanigan	42288
<input type="checkbox"/> Denise Mosher	42405
<input type="checkbox"/> Melissa Phillips-Fitzgibbon	42196
<input type="checkbox"/> Sheila Smith	42297
<input type="checkbox"/> Patricia Stewart	42058

TIME ENTRY CHECKLIST





BREAK TIME!



Accounts Payable Updates

- **Karin Smith** – Financial Accounting Analyst – Accounts Payable
 - ext. 42292
 - e-mail: ksmith@pasco.k12.fl.us



Accounts Payable Contacts

Karin Smith, Financial Analyst

4-2292

ksmith@pasco.k12.fl.us

Main email for accounts payable:

accountspayable@pasco.k12.fl.us

● Bruce Herrmann, Finance Assistant

- 4-2290

● Melanie Rose, Finance Assistant

- 4-2458

● Denise Sheffield, Finance Assistant

- 4-2291

● Dolores Roach, Finance Assistant

- 4-2304

Invoice Entry

- Invoice Entry
- Releasing a batch is two steps
 - Release
 - Approvals

Invoice Entry - Munis [DISTRICT SCHOOL BOARD OF PASCO COUNTY]

HOME

Accept Cancel Search Add Update Print Excel Attach Tools Add Batch View Batch Resume More... Release Approvals Return

Confirm Search Actions Output Office Tools Menu

Batch Information

Batch	6064
Effective date	04/01/2016
Year/Period	2016 10 APR
Fund	0002 ... Pooled Cash-JP Morgan
Cash account	0002.0000.00.00000.100001.0000.0000 ... AP Disbursement
Check Run	FNS
Due date	05/13/2016
Invoice count	4
Amount total	3,748.04
Vendor hash	57,800
	<input checked="" type="checkbox"/> Released

Receiving

- Enter receiving by invoice
- No bulk receiving for multiple invoices
- Include description information that will tie to an invoice
 - Invoice number
 - Dollar Amount of invoice
 - Description of items received

Travel

- Please use electronic MIS forms

- MIS 108 In County
- MIS 110 Out of County
 - Contact Accounts Payable if you need the electronic version
 - PascoMileage Tracker VI

- Out of County Travel

- Why is it important to notate exact travel beginning and ending times?

Per Diem Meals

Out of County Travel

- \$ 5.00 Breakfast
 - (travel begins before 6am – after 8am)
- \$11.00 Lunch
 - (travel begins before Noon – after 2pm)
- \$23.00 Dinner
 - (travel begins before 6pm – after 8pm)

One Time Vendor

- One time vendor
 - Reimbursements to staff for school related items
 - Refund to a parent or student
 - The District School Board and our schools have vendor numbers
 - In the invoice number field if possible or appropriate put:
 - Ref for refunds
 - Reimb for reimbursements
 - Schol for scholarships
 - ChgF for change fund

Balancing the New Way “Hands On Learning Activity”



Balancing Student Accounts Activity

Monthly Financial Report Checklist

aka

**BALANCING
FUN!**



New Reports

- Report A = Student Activity Balance Sheet
- Report B = Statement of Revenues, Expenses and Fund Balance
- QSG can be found at:
<http://www.pasco.k12.fl.us/otis/support/munis/>

MUNIS QSG

QUICK START GUIDE

Activity: Student Activity – Fund Balance Report and Report of Revenues and Expenses

Run Student Activity Balance Sheet Report


Report A

1. Navigate to **Student Activity Balance Sheet Report**
Munis > Financials > Student Activity > Student Activity Balance Sheet Report
2. Define Report
 - a. **Report Date** – input or select the last date of the month to be reported
 - b. **Fiscal Year** – input the fiscal year for the month to be reported
 - c. **Starting Fiscal Year** – input or select the first date of the fiscal year for the month to be reported
 - d. **School Number** – input the four digit cost center number
3. Click **View Report**
4. Click on the **Export** drop-down menu and select **PDF** – the Export menu looks similar to a ‘Save’ icon with a green arrow and is located adjacent to the word ‘Next’
5. Print the PDF report

Change Credentials

Report Date : 

Fiscal Year :

Starting Fiscal Date : 

School Number (leave blank for all) :

Student Activity Balance Sheet

As of : 09/30/2016

	Acct Type	Account	Account Desc	Actual Balance	
	Assets	111901	Cash-Checking Int Acct	544,003.16	
		111904	Cert of Deposit-Internal Acct	30,590.75	
		111922	Change Fund-IA	2,500.00	
		113099	Accounts Receivable-IA	705.00	
				Total Assets :	<u>577,798.91</u>
	Liabilities	212009	Outstanding Checks	-26,656.65	
		222200	Athletics Payable-Int Acct	0.00	
		222400	Textbook Payable-Int Acct	-70.00	
				Total Liabilities :	<u>-26,726.65</u>
			Total Fund Balance :	551,072.26	
			Available Project Balance :	547,937.26	
	114200	Due To District -- Athletics	-3,531.49		
		Due To District -- Basic	-2,960.44		

C

A

B



Run Statement of Revenues, Expenses and Fund Balance Report

Report B

1. Navigate to **Statement of Revenues, Expenses and Fund Balance Report**
Munis > Financials > Student Activity > Statement of Revenues, Expenses and Fund Balance Report
2. Define Report
 - a. **Location** – input or select the four digit cost center number
 - b. **Cash Account** – this number will default based on **Location** selection
 - c. **Start Date** – input or select the first date for the month to be reported
 - d. **End Date** – input or select the last date for the month to be reported
 - e. **Fiscal Year** – input the fiscal year for the month to be reported
 - f. **Fiscal Start Date** – input or select the first date of the fiscal year for the month to be reported
3. Click **View Report**
4. Click on the **Export** drop-down menu and select **PDF** – the Export menu looks similar to a ‘Save’ icon with a green arrow and is located adjacent to the word ‘Next’
5. Print the PDF report

Change Credentials

Location :	<input type="text" value="0117 - Odessa Elementary"/>	Cash Account :	<input type="text" value="11110117"/>
Start Date :	<input type="text" value="6/1/2016"/>	End Date :	<input type="text" value="6/30/2016"/>
Fiscal Year :	<input type="text" value="2016"/>	Fiscal Start Date :	<input type="text" value="7/1/2015"/>

Statement of Revenues, Expenses and Fund Balance

Date Range : 09/01/2016 to 09/30/2016

	Action Description	General	Trust & Agency	Enterprise	Total
REVENUES	Athletic Gate Receipts			16,450.00	16,450.00
	Athletics Payable				
	Club Dues		9,871.00		9,871.00
	Concession Stand Sales			4,589.40	4,589.40
	Donations	60.00	2.00	307.00	369.00
	Field Trips		330.00		330.00
	Fund Raising		34,121.65	7,305.02	41,426.67
	Other Income		2,352.00	2,774.63	5,126.63
	Supply Donation		429.00		429.00
	Yearbook Sales		180.00		180.00
		Total Revenues	60.00	47,285.65	31,426.05
EXPENSES	Athletics Payable				
	Audio Visual under \$1000		-1,119.97		-1,119.97
	Concession Stand Expenses			-1,126.68	-1,126.68
	Dues & Fees		-7,022.81	-1,040.00	-8,062.81
	Field Trip Expenses			-1,699.75	-1,699.75
	Fund Raising Supplies		-6,673.71	-384.29	-7,058.00
	Other Materials & Supplies		-12,531.50	-15,592.74	-28,124.24
	Prof. & Tech. Services		-2,645.00	-3,853.87	-6,498.87
	Promotion and Public Relations	-1,860.09	-5,909.25		-7,769.34
	Supplies	-317.22	-8,078.99	-69.96	-8,466.17
		Total Expenses	-2,177.31	-43,981.23	-23,767.29
	Revenue Over Expenses	-2,117.31	3,304.42	7,658.76	8,845.87
TRANSFERS & ADJUSTMENTS	Dues & Fees	-254.11			-254.11
	Interest Earned	32.68			32.68
	Misc Transfer	1,115.59	2,052.07	-3,167.66	
	Other Purchased Services	-10.00			-10.00
		Net Transfers	884.16	2,052.07	-3,167.66
	Excess Rev & Trans Over Exp	-1,233.15	5,356.49	4,491.10	8,614.44
BALANCES	Beginning Fund Balance	50,939.19	395,538.39	95,980.24	542,457.82
		Ending Fund Balance	49,706.04	400,894.88	100,471.34

Pasco County School District, FL

Project Balance Report for

As Of 9/30/2016

Activity	Checkbook Balance	Encumbrance Balance	Net Balance
989014 Media Center	516.26	0.00	516.26
989015 Concession Stand	4,659.73	0.00	4,659.73
991116 Certificate of Deposit	-30,590.75	0.00	-30,590.75
999700 SAC	0.00	0.00	0.00
Total	517,346.51	50,875.08	466,471.43

Add: Certificate of Deposit

30,590.75

Total

547,937.26

B

Bank Reconciliation – Internal/Student Activity Account

School: _____

Month Balancing: _____ September _____

Ending Balance per **Bank Statement** as of: _____ 9/30/2016

543,621.16 (1)

Plus deposits in transit for this period's collections **Report #8**

(Include any prior period deposits that have not yet cleared)

Date of Deposit	Amount	Date of Deposit	Amount
Total Deposits in Transit			0.00

\$0.00

Less Outstanding Checks that have not cleared the bank

(Include all Outstanding Checks from **Report #7** - attach list)

Check Number	Amount	Check Number	Amount
See attached			
Total Outstanding Checks			26,656.65

26,656.65

Available Checking Account Balance

\$516,964.51 (3)

Bank Reconciliation – Internal/Student Activity Account

Checkbook Balance Total on the **Project Balance Report #2**

\$517,346.51

NSF checks, Munis errors with ticket numbers, interest or fee errors

Adjustment	Description	Entry Date	Plus	Minus	
1001	check	8-Sep		\$56.00	
1302	check	8-Sep		\$84.00	
1303	check			\$8.00	
1304	check			\$42.00	
	checks	9/16/2016		\$192.00	
Total Adjustments			\$0.00	\$382.00	(382.00) (2)

Reconciled Balance = Available Checking Account Balance \$516,964.51 (3) \$ -

Bank Balance	543,621.16	(1)
ADD: Adjustments - NSF Checks	382.00	(2)
Total Balance Sheet Cash Checking Int Acct	544,003.16	C

Available Checking Account Balance and the Reconciled Balance must agree before submission to the District Office.

MONTHLY FINANCIAL REPORT CHECKLIST

Statement Verification

			Yes	NA
Rpt A	Total Fund Balance	= Rpt B	Total Ending Fund Balance	
Rpt A	Available Project Balance	= Rpt #2	Total Ckbk + CD + Savings	
Rpt A	Cash-Checking Int Acct	= Rpt #3	Bank Bal + NSF adj	
Rpt A	Savings-Int Acct 111903	=	Savings/MM Bank Statement	
	Savings-Int Acct 111903	= Rpt #2	Acct 991115	
Rpt A	Cert. of Deposit-Int Acct 111904	=	Cert. of Dep. Bank Statement	
	Cert. of Deposit-Int Acct 111904	= Rpt #2	Acct 991116	
Rpt A	Change Fund-IA 111922	= Rpt #2	Acct 111900	
Rpt A	Accts Receivable-IA 113099	=	Balance AR Spreadsheet	
Rpt A	Due From Other Fund-Int Acct 114099	= Rpt #2	Acct 114000	
Rpt A	Inventory-Int Accts 115099 (Adult Ed only)	= Rpt #2	Acct 115000	
Rpt A	Athletics Payable-Int. Acct. 222200	= Rpt #2	Acct 222200	
Rpt A	Band/Chorus Payable-Int. Acct. 222300	= Rpt #2	Acct 222300	
Rpt A	Textbook Payable-Int. Acct. 222400	= Rpt #2	Acct 222400	
Rpt A	Sales Tax Payable-Int. Acct. 226099	= Rpt #2	Acct 226000	
	Due To District - Basic	=		
	Due To District - Athletics	=		

NEW

Bookkeeper _____
 School Use Only

Principal _____
 School Use Only

Date _____
 School Use Only

Date _____
 School Use Only

Scan and email a copy of the completed report packet to: bookkeeperresource@pasco.k12.fl.us
 Please scan the reports in the order listed on this checklist.

Activity

- Take out reports from packet
- Compare the balancing from the Statement Verification List
 - Total Fund Balance
 - Available Project Balance
- Calculate the Bank Reconciliation to the Balance Sheet
 - Add the NSF adjustments to the Bank Balance
 - Verify Cash Checking Balance
- Compare GL accounts to Project Balance Report

BALANCED ?!



Budget

- **Jayne Haire** - – Financial Accounting Analyst - Budget
 - ext. 42279
 - e-mail: jhaire@pasco.k12.fl.us





Budget Information



Budget Information

Running YTD Reports

- Set year to 2017 and period to 99
- Period 99 allows items that have not posted (i.e. p-card charges) to still show up on your report
- Budget amendments will not show on report until the amendment is posted
- Additional Options- Print Journal Detail allows you to run a report with transactions that occurred during the time period

Report Sequence

Execute this report

	Field #	Total	Page Break
Sequence 1	<input type="text" value="12 - Project"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 2	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Report title

Print Options

Additional Options

Report Options

Include only accounts that used % or greater of budget

Order accounts by

Totals only

Account description

Print full GL account

Roll projects to object

Print report options

Year/period

Carry forward

Print MTD version

Format type

Double space

Suppress zero bal accts

/

10/31/2016 15:12
jhaire

DISTRICT SCHOOL BOARD OF PASCO COUNTY
YTD EXPENSE REPORT
EXPENDITURE RE-BUDGET

P 1
glyt dbud

FOR 2017 99

ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
01000 Basic Discretionary						
<u>1100.9021.00.01000.531000.7500.0000</u>		181,400.00	Professional & Technical Svcs			
	0.00	181,400.00	8,184.87	0.00	173,215.13	4.5%
<u>1100.9021.00.01000.533000.7500.0000</u>		5,600.00	Travel			
	0.00	5,600.00	400.00	0.00	5,200.00	7.1%
<u>1100.9021.00.01000.533001.7500.0000</u>		0.00	Class "C" Meals Only			
	0.00	0.00	0.00	0.00	0.00	.0%
<u>1100.9021.00.01000.533002.7500.0000</u>		400.00	In-County Mileage Reimbursemen			
	1,500.00	1,900.00	963.41	0.00	936.59	50.7%
<u>1100.9021.00.01000.535000.7500.0000</u>		1,950.00	Repairs & Maintenance			
	0.00	1,950.00	0.00	0.00	1,950.00	.0%
<u>1100.9021.00.01000.536000.7400.0000</u>		0.00	Rentals			
	0.00	0.00	0.00	0.00	0.00	.0%
<u>1100.9021.00.01000.536000.7500.0000</u>		2,500.00	Rentals			
	0.00	2,500.00	0.00	0.00	2,500.00	.0%
<u>1100.9021.00.01000.537000.7500.0000</u>		265.00	Communications			
	0.00	265.00	0.00	0.00	265.00	.0%
<u>1100.9021.00.01000.539000.7500.0000</u>		5,500.00	Other Purchased Services			
	0.00	5,500.00	0.00	0.00	5,500.00	.0%
<u>1100.9021.00.01000.539001.7500.0000</u>		5,500.00	Printing			
	2,000.00	7,500.00	6,216.92	0.00	1,283.08	82.9%
<u>1100.9021.00.01000.551000.7500.0000</u>		14,930.00	Supplies			
	-2,000.00	12,930.00	7,859.58	0.00	5,070.42	60.8%
<u>1100.9021.00.01000.553000.7500.0000</u>		2,000.00	Periodicals			
	-1,500.00	500.00	359.26	0.00	140.74	71.9%
<u>1100.9021.00.01000.559000.7500.0000</u>		1,580.00	Other Materials & Supplies			
	0.00	1,580.00	45.28	0.00	1,534.72	2.9%
<u>1100.9021.00.01000.564200.7500.0000</u>		200.00	Non-Capitalized Furn/Fix/Equip			
	0.00	200.00	0.00	0.00	200.00	.0%
<u>1100.9021.00.01000.564400.7500.0000</u>		0.00	Non-Capitalized Computer Hware			
	0.00	0.00	0.00	0.00	0.00	.0%
<u>1100.9021.00.01000.569200.7500.0000</u>		0.00	Non-Capitalized Software			
	0.00	0.00	0.00	0.00	0.00	.0%
<u>1100.9021.00.01000.573000.7500.0000</u>		75,000.00	Dues & Fees			
	0.00	75,000.00	3,126.48	0.00	71,873.52	4.2%
<u>1100.9021.00.01000.579000.7500.0000</u>		1,260.00	Miscellaneous Expense			
	0.00	1,260.00	0.00	0.00	1,260.00	.0%
TOTAL Basic Discretionary	0.00	298,085.00	27,155.80	0.00	270,929.20	9.1%
TOTAL EXPENSES	0.00	298,085.00	27,155.80	0.00	270,929.20	
GRAND TOTAL	0.00	298,085.00	27,155.80	0.00	270,929.20	9.1%

Report Sequence

Execute this report

	Field #	Total	Page Break
Sequence 1	<input type="text" value="12 - Project"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 2	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Report title

Print Options

Additional Options

Additional Options

- | | | | |
|---------------------------------|-------------------------------------|---|---|
| Include requisition amounts | <input checked="" type="checkbox"/> | Include budget entries | <input checked="" type="checkbox"/> |
| Print Revenues-Version headings | <input type="checkbox"/> | Include encumb/liq entries | <input checked="" type="checkbox"/> |
| Print revenue as credit | <input checked="" type="checkbox"/> | Sort option | <input type="text" value="Journal entries"/> |
| Print revenue budgets as zero | <input type="checkbox"/> | Detail format option | <input type="text" value="Standard format"/> |
| Include fund balance | <input type="checkbox"/> | Include additional JE comments | <input type="checkbox"/> |
| Print journal detail | <input checked="" type="checkbox"/> | Multiyear view | <input type="text" value="Fiscal year view"/> |
| | | Amounts/totals exceed 999 million dollars | <input checked="" type="checkbox"/> |

From yr/per

To yr/per

10/31/2016 15:10
jhaire

DISTRICT SCHOOL BOARD OF PASCO COUNTY
YTD EXPENSE REPORT
EXPENDITURE RE-BUDGET

P 1
glytdbud

FOR 2017 99

JOURNAL DETAIL 2017 1 TO 2017 3

ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
01000 Basic Discretionary						
<u>11005261 531000 01000</u>	Professional & Technical Svcs	181,400.00	8,184.87	0.00	173,215.13	4.5%
	181,400.00	0.00	181,400.00			
<u>2017/01/018598</u>	07/01/2016 BUC	181,400.00	REF		ORIGINAL BUDGET 2017	
<u>2017/02/023748</u>	08/10/2016 API	4,091.50	VND 013597	VCH	Wertz York Capi Monthly Inv Mgmt Fees	906413
<u>2017/03/033888</u>	09/14/2016 API	4,093.37	VND 013597	VCH	Wertz York Capi MONTHLY MGMT FEES	907309
<u>11005261 533000 01000</u>	Travel	5,600.00	400.00	0.00	5,200.00	7.1%
	5,600.00	0.00	5,600.00			
<u>2017/01/018598</u>	07/01/2016 BUC	5,600.00	REF		ORIGINAL BUDGET 2017	
<u>2017/03/041023</u>	09/22/2016 API	200.00	VND 000960	VCH	Florida School FSFOA Fall Conference 2016 - D	
<u>2017/03/041024</u>	09/23/2016 API	200.00	VND 000960	VCH	Florida School FSFOA Fall Conference 2016 - J	
<u>11005261 533001 01000</u>	Class "C" Meals Only	0.00	0.00	0.00	0.00	.0%
	0.00	0.00	0.00			
<u>11005261 533002 01000</u>	In-County Mileage Reimbursemen	400.00	963.41	0.00	936.59	50.7%
	1,500.00	1,900.00	963.41			
<u>2017/01/016180</u>	07/29/2016 PRJ	48.26	REF B70317	WARRANT=B70317	RUN=1 BIWEEKLY	
<u>2017/01/018598</u>	07/01/2016 BUC	400.00	REF		ORIGINAL BUDGET 2017	
<u>2017/02/022561</u>	08/12/2016 PRJ	185.06	REF B70417	WARRANT=B70417	RUN=1 BIWEEKLY	
<u>2017/02/028556</u>	08/26/2016 PRJ	19.00	REF B70517	WARRANT=B70517	RUN=1 BIWEEKLY	
<u>2017/03/031395</u>	09/09/2016 PRJ	73.72	REF B70617	WARRANT=B70617	RUN=1 BIWEEKLY	
<u>2017/03/036263</u>	09/23/2016 PRJ	311.33	REF B70717	WARRANT=B70717	RUN=1 BIWEEKLY	
<u>2017/03/040017</u>	09/30/2016 BUA	1,500.00	REF		Property Control Mileage Reimb	
<u>11005261 535000 01000</u>	Repairs & Maintenance	1,950.00	0.00	0.00	1,950.00	.0%
	1,950.00	0.00	1,950.00			
<u>2017/01/018598</u>	07/01/2016 BUC	1,950.00	REF		ORIGINAL BUDGET 2017	
<u>11005260 536000 01000</u>	Rentals	0.00	0.00	0.00	0.00	.0%
	0.00	0.00	0.00			
<u>11005261 536000 01000</u>	Rentals	2,500.00	0.00	0.00	2,500.00	.0%
	2,500.00	0.00	2,500.00			
<u>2017/01/018598</u>	07/01/2016 BUC	2,500.00	REF		ORIGINAL BUDGET 2017	

Budget Information

2016 – 2017 Budget Information Book (Chart of Accounts)

- Book is located on the Finance Services website
<http://www.pasco.k12.fl.us/finance/>
- At the bottom of the page select 2017

Finance Services

Welcome to Finance Services

Welcome to the Finance Services website for the District School Board of Pasco County. Our commitment is to implement the School Board's mission by providing information in an effective, efficient and timely manner, which will assist the School Board and its management in planning, estimating, and controlling revenues and expenditures; investing funds; disbursing payroll and merchant payments; complying with laws, rules and regulations set by the Florida Department of Education and standards set by the Governmental Accounting Standards Board; while offering outstanding support services to School Board employees and citizens of Pasco County.

COMPREHENSIVE ANNUAL FINANCIAL REPORTS

This report contains a complete set of financial statements presented in conformity with accounting principles generally accepted in the United States of America (GAAP), and audited in accordance with auditing standards generally accepted in the United States of America (GAAS), by a firm of licensed certified public accountants, for the fiscal year ending June 30.

[2015](#), [2014](#), [2013](#), [2012](#), [2011](#), [2010](#), [2009](#), [2008](#), [2007](#), [2006](#)

BUDGETS

Budgets are developed based on the mission and goals of the School Board. They are designed to meet the student educational and school operating needs, have flexibility to adapt to changing conditions during the year, and to provide adequate resources for the future.

Tentative Budgets for fiscal year ending June 30

[2017](#), [2016](#), [2015](#), [2014](#), [2013](#), [2012](#), [2011](#), [2010](#), [2009](#), [2008](#)

Annual Budgets for fiscal year ending June 30

[2017](#), [2016](#), [2015](#), [2014](#), [2013](#), [2012](#), [2011](#), [2010](#), [2009](#), [2008](#)

BUDGET INFORMATION (CHART OF ACCOUNTS)

The information contained within this manual is for reference during each school year ending June 30.

[2017](#), [2016](#), [2015](#), [2014](#), [2013](#), [2012](#), [2011](#), [2010](#), [2009](#), [2008](#)

DEPARTMENT NAVIGATION

- [Department Home](#)
- [Department Contacts](#)
- [Bookkeeper Resources](#)
- [Financial Transparency](#)
- [2016-2017 Pay Dates](#)

IMPORTANT LINKS

Finance Forms

[Authorization/Agreement for Automatic Deposit of Payroll](#)

[Stop Payment of Payroll Check](#)

[Department of the Treasury Internal Revenue Service 2016 Form W-4](#)

[District School Board of Pasco County Request for Release of Confidential Information](#)

Budget Information

Projects available to Schools

- A list of project available to schools and what purchases are allowable. ([LINK](#))

District Bookkeeper Meeting 10/03/13

Other Department Links for Bookkeepers

[Envision Check Writing Policy](#)

[Envision Check Writing Policy - Spanish](#)

[Student Activity Definition of Action Codes](#)

[Student Activity Action Codes Quick Reference Guide](#)

[myPRISM](#)

[Resource Guide for Buying Doing and Going](#)

[Projects Available to Schools](#)

[MUNIS Quick Start Guides \(QSGs\)](#)

[DIY Tech Tips](#)

[Summary of Reimbursement Athletics](#)

[Fundraising Form MIS 176](#)

[Non-Capitalized Dispositions](#)

[Tagged Items Confirmation Form](#)

[DSBPC Fee Based Camp Procedures](#)

[Camp Form 2016-17](#)

[Warehouse Inventory Catalog](#)

2016-17 School Bookkeeper Newsletters

[October](#) [September](#) [August](#) [July](#)

2016-17 District Bookkeeper Newsletters

[October](#) [September](#) [August](#) [July](#)

Budget Information

- Classroom Supply Funds
- School Recognition Funds
- High Schools Use of Pools
- Officials/Transportation Reimbursement Requests

Budget Information

- Contacts
- Jayne Haire, Financial Accounting Analyst – Budget
 - jhaire@pasco.k12.fl.us
 - Extension 42279
- Christine Higgins, Sr. Finance Assistant
 - cmhiggin@pasco.k12.fl.us
 - Extension 42567

Check Guarantee



ENVISIONTM
PAYMENT SOLUTIONS

Advancing Payments ♦ Optimizing Profits



ENVISION™
PAYMENT SOLUTIONS

Advancing Payments ♦ Optimizing Profits

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please contact Client Services.

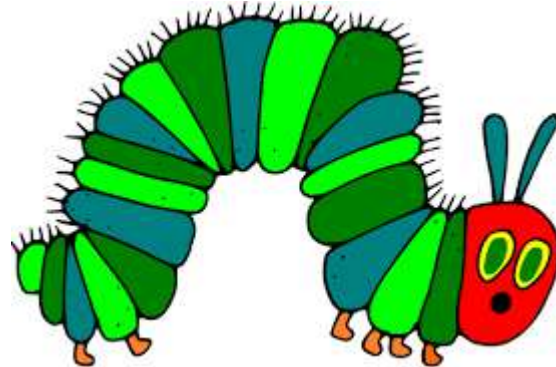
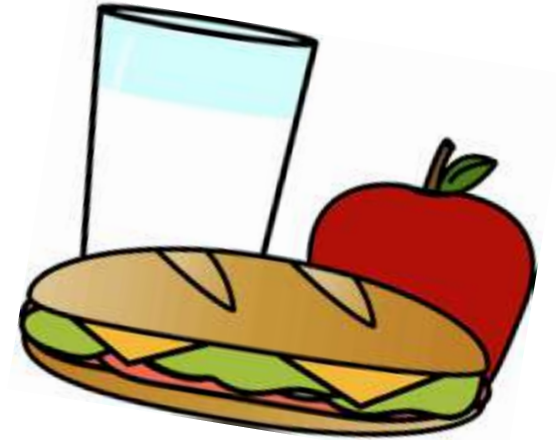
Email: support@envisionpayments.com

Phone: (800) 618-1110

Mailing Address:

PO BOX 157,
Suwanee GA
30024-0157

Lunch- Provided by Pasco Education Foundation



Welcome Back!



Let's get settled... School Pay 12:45





Transaction fee as of June 1, 2016:

2.99% + \$0.25 per transaction



Internal Audit



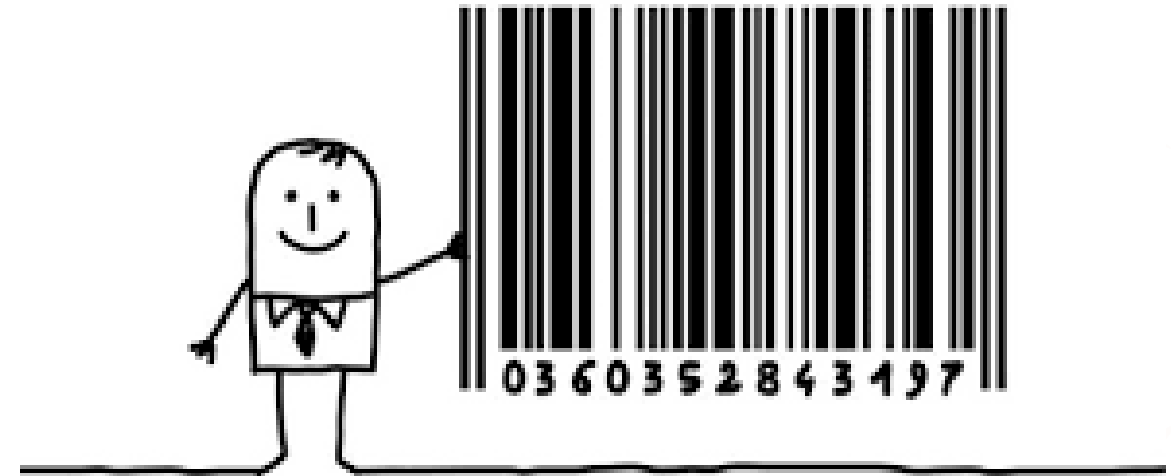
- **Julia Bradley** – Staff Auditor
 - ext. 42420
 - e-mail: jbradley@pasco.k12.fl.us
- **Michiko Strang** – Staff Auditor
 - ext. 42335
 - e-mail: mstrang@pasco.k12.fl.us
- **Marissa Diaz Walker** – Staff Auditor
 - ext. 42407
 - e-mail: mdwalker@pasco.k12.fl.us
- **Mary Collins** – Administrative Assistant
 - ext. 42280
 - e-mail: mtcollin@pasco.k12.fl.us
- **Mary Tillman** – Director of Internal Audit
 - ext. 42282
 - e-mail: mtillman@pasco.k12.fl.us

Internal Audit

- Audit Programs
- Common audit
- 15/16 Fraud Questionnaires were sent out via email, please distribute, complete and return
- Reminder - keep bank account signers up-to-date
- Reminder – scan supporting documentation into Munis
- Deposit panel - no longer needs to be printed
- Ethics Hotline

Property Control

- **Ladeana Harvey** – Finance Assistant - Property Control
 - ext. 42336
 - e-mail: lharvey@pasco.k12.fl.us
- **Mark Sroka** – Finance Assistant - Property Control
 - ext. 42269
 - e-mail: msroka@pasco.k12.fl.us
- **Glenn Holmberg** – Property Control Assistant
 - ext. 42012
 - e-mail: gholmber@pasco.k12.fl.us
- **Kenneth Stein** - Property Control Assistant
 - ext. 42011
 - e-mail: klstein@pasco.k12.fl.us
- **Casey Cannoot** - Finance Analyst - Capital Projects
 - ext. 42093
 - e-mail: ccannoot@pasco.k12.fl.us



Taggable Items

- Items over \$1,000
- Certain “attractive items” costing at least \$250:
 - Cameras
 - Printers
 - Projectors/TVs
 - Audiometers
 - Charging carts
 - Band equipment
- Items tagged costing at least \$250:
 - Computers/Laptops
 - iPads/Tablets





Pasco County Schools

Providing a world-class education for all students

Kurt S. Browning, Superintendent of Schools

Fixed Asset Inventory



Staff Intro

- **Dominick J. Cristofaro** – Senior Finance Manager
- **Casey A. Cannoot** – Financial Accounting Analyst
- **Mark T. Sroka** – Finance Assistant
- **LaDeana C. Harvey** – Finance Assistant
- **Glenn S. Holmberg** – Property Control Assistant
- **Kenneth L. Stein** – Property Control Assistant

Scheduling

- Call to Principal/Director to determine available dates and point of contact
- Call to point of contact to confirm dates
- Letter to Principal/Director to confirm dates and times
 - CC to point of contact
- Email to point of contact with information of what will be needed to assist with the inventory

Information Needed

This information is needed at least one day prior to inventory:

- School Map
- Lunch Schedules
- Testing Schedules
- Schedule of Specials (Art, Music, P.E., etc.)
- Teacher Planning schedules

Preparation

This will make the inventory process move quickly and efficiently:

- Inform all staff to bring their electronic devices to school
- If possible, bring all laptop and iPad carts to the media center
- Have copies of the equipment check out forms (#192)
- Have copies of disposal forms for any equipment that was sent for disposal
- Provide a master key for PCA to access all rooms

Preparation

What can you do to prepare for your school/department's inventory?

- Review your inventory in PRISM to determine the following:
 - ✓ Are these items still at my school/department?
 - ✓ Was anything transferred or disposed?
 - ✓ Do we have an up-to-date check out form?
 - ✓ Are there any items at your school that are not in PRISM?

Questions and Comments



Athletics

- **Matthew Wicks** – Program Coordinator, Athletics
 - ext. 42755
 - e-mail: mwicks@pasco.k12.fl.us



Athletics

- Use of Facilities Agreements
- Updated Athletic Handbook
- Standard Procedure for Tracking Athletic fees
- New AD and Business Manger Training (for consistency)
- Hardship Account



The logo for 'HOT TOPICS' is displayed in a stylized, 3D font. The word 'HOT' is rendered in a fiery, orange and yellow gradient, while 'TOPICS' is in a solid blue color with a white outline. The entire logo is set against a white rectangular background that is slightly tilted.

- Due to District – MIS #172 Process
- Fillable Forms

Internal Accounts Committee

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

Communication – Julia Bradley, Holly Gentry & Michael Gonzalez

Munis – John Vogel & Anita Snyder

Payroll/HR – Pam Barbara

Procedures Manual – Julia Bradley, DeEtte Parrish & Michael Gonzalez

Technology – DeEtte Parrish & Karen Hoge

Time – Sharon Trese & Carol Jugan

Training Staff – Ann Altman, Diane Boise & Linda Small



Wrap Up

