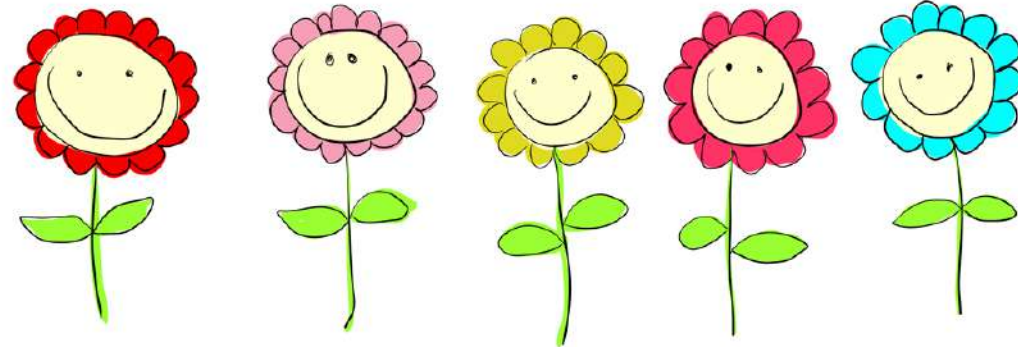


WELCOME to the
2016-2017 *Spring*
Bookkeepers' Meeting

Thursday,
April 27, 2017



Introductions



○ Joanne Millovitsch

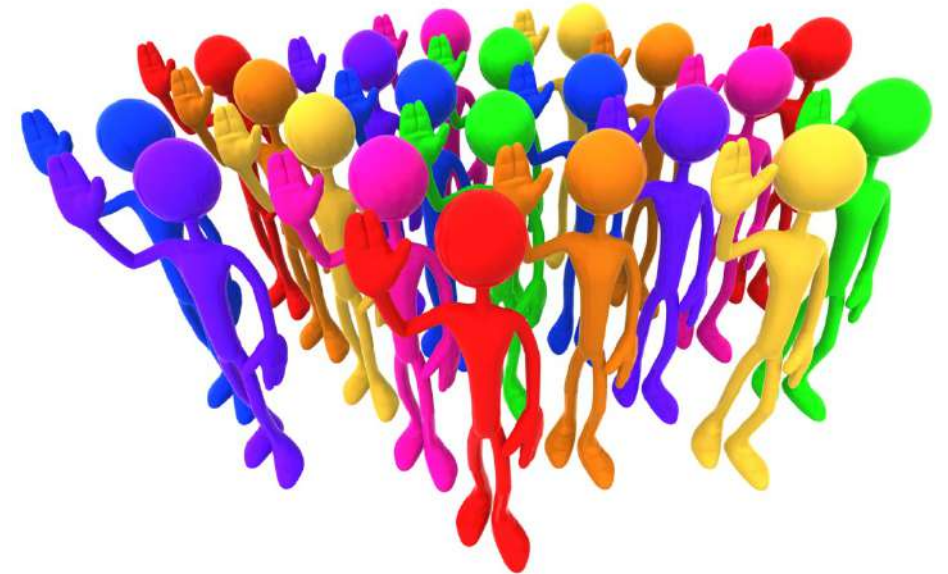
○ ext 42268 e-mail: jmillovi@pasco.k12.fl.us

○ Jim Class

○ ext 42176 e-mail: jclass@pasco.k12.fl.us

○ Dominick Cristofaro

○ ext 42086 e-mail: dcristof@pasco.k12.fl.us



Introductions



○ **Michelle Mills** – Senior Finance Manager

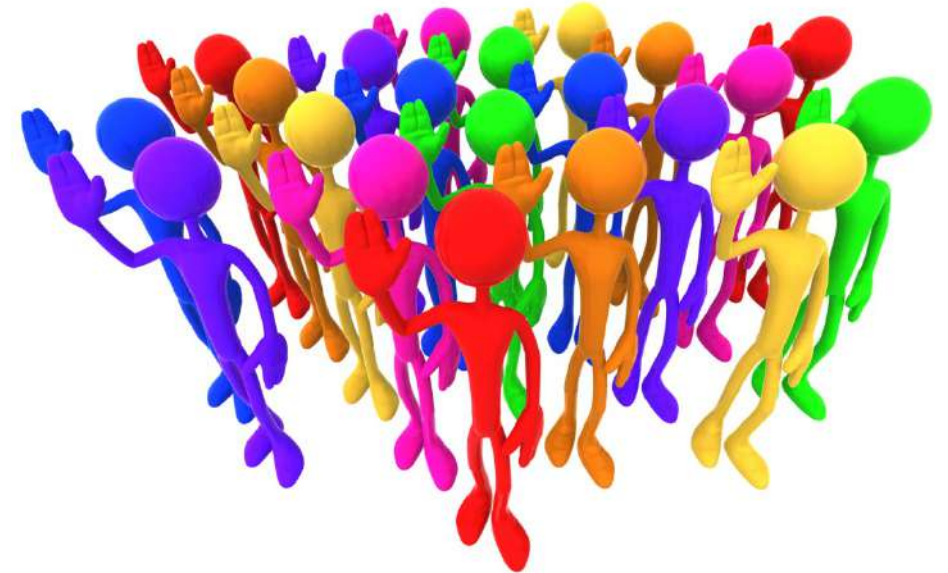
○ ext 42286 e-mail: mmills@pasco.k12.fl.us

○ **Josh Stringfellow** – Senior Finance Manager

○ ext 42090 e-mail: jstringf@pasco.k12.fl.us

○ **Jayne Haire** – Accounting Manager

○ 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 questions
- E-mail for team is bookkeeperresource@pasco.k12.fl.us

Spring Agenda



- **Welcome and Introductions**
- Budget Updates
- Property Control
- P-Card Flowchart Management
- Contracts
- Accounts Payable
- **Hot Topics**



Budget

✿Jayne Haire

2017-2018 Budget Information Chart of Accounts Book

Book is available on the website @ <http://www.pasco.k12.fl.us/finance/> at the bottom of the page labeled 2018



Pasco County Schools

Providing a world-class education for all students

SCHOOLS DEPARTMENTS STUDENTS PARENTS

Finance Services

Welcome to Finance Services

BUDGET INFORMATION (CHART OF ACCOUNTS)



Chart of Account changes

Charter buses are now coded to 536000 Rentals
with function 7800 Student Transportation
Services function effective July 1, 2017



Budget Entry Information

Departments should have received the tentative budget worksheets yesterday April 26, 2017

- QSGs for Budget Entry and Pre Capital Requests are available on the Munis website
- **May 3-5** - Budget entry is scheduled in Building 3, Training Room F
 - Option to enter at desk or in the lab, please sign up
 - For any increase in budget you need a reason for the increase
- **July 1** - Access to budget amendments



Running Budget Reports

Instructions are in the Budget Input Quick Start Guide on Page 2

- **Next Year Budget Reports**– This report allows you to see 2015 actual, 2016 actual, 2017 actual, 2017 revised and 2017 original budget by project.
- If you need assistance running your reports, please contact myself at ext 42279 or Christine Higgins @ ext 42567 and we will walk you through it.



Special Budget Requests

Pre-Budget Capital Requests

- Entry due date: June 9, 2017
- Step-by-step MUNIS directions on QSG
- Prioritize using levels 1-3
 - Include detailed description and justification
- Notifications will be sent out before end of June

Post-Budget Capital Requests

- Requests submitted to Chief Finance Officer and Assistant Superintendent.
 - Must be both emergency-related and necessary



Property Control

○ **Casey Cannoot** - Financial Accounting Analyst

○ ext 42093 e-mail: ccannoot@pasco.k12.fl.us

○ **Dominick Cristofaro** – Senior Finance Manager

○ ext 42086 e-mail: dcristof@pasco.k12.fl.us



Property Control

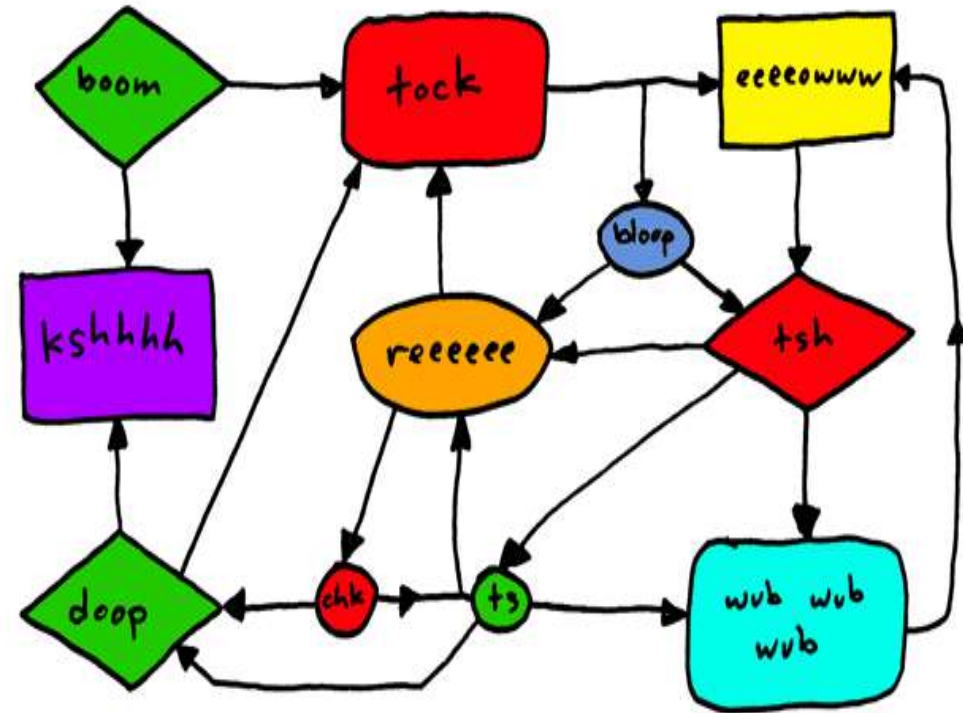
Why?

- Why do we tag items under \$1,000?
- Why do we have to send taggable items that we purchase to the Central Receiving?
- Why has the Finance Department taken on the task of inventories?
- Why do we have to do inventories?

P-Card Flowchart Management



✿ Sharon Trese



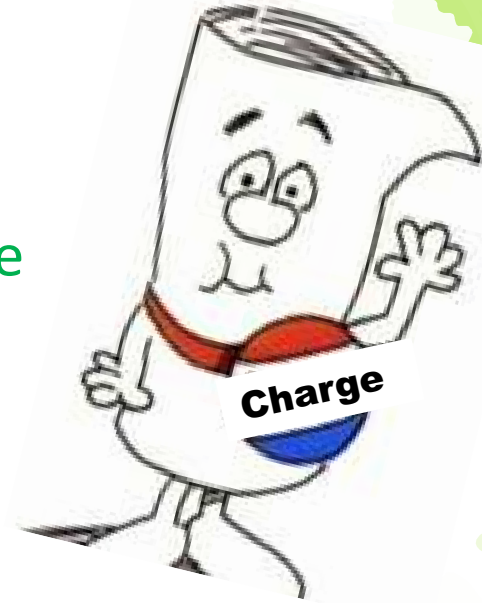
P-Card Management

The Road from
Buying to
Converted



Yes, I'm only a charge...

I'm imported by the 2nd business day (after the merchant closes out)



Card Manager has 3 business days from the Import Date to:
Code the purchase
Attach the signed receipt or Missing Affidavit Receipt
Release to begin approval process

THE DISTRICT SCHOOL BOARD OF PASCO COUNTY
PURCHASING SERVICES DEPARTMENT

MISSING RECEIPT/INVOICE AFFIDAVIT

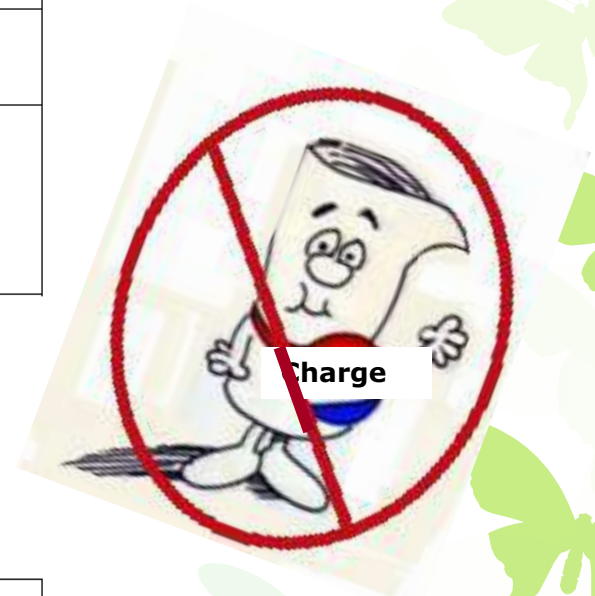
Individual cardholders must attempt to obtain a copy of the original receipt from the vendor for all purchases.
MISSING RECEIPT/INVOICE AFFIDAVITS MUST BE SIGNED BY THE CARDHOLDER AND ATTACHED IN TCM.

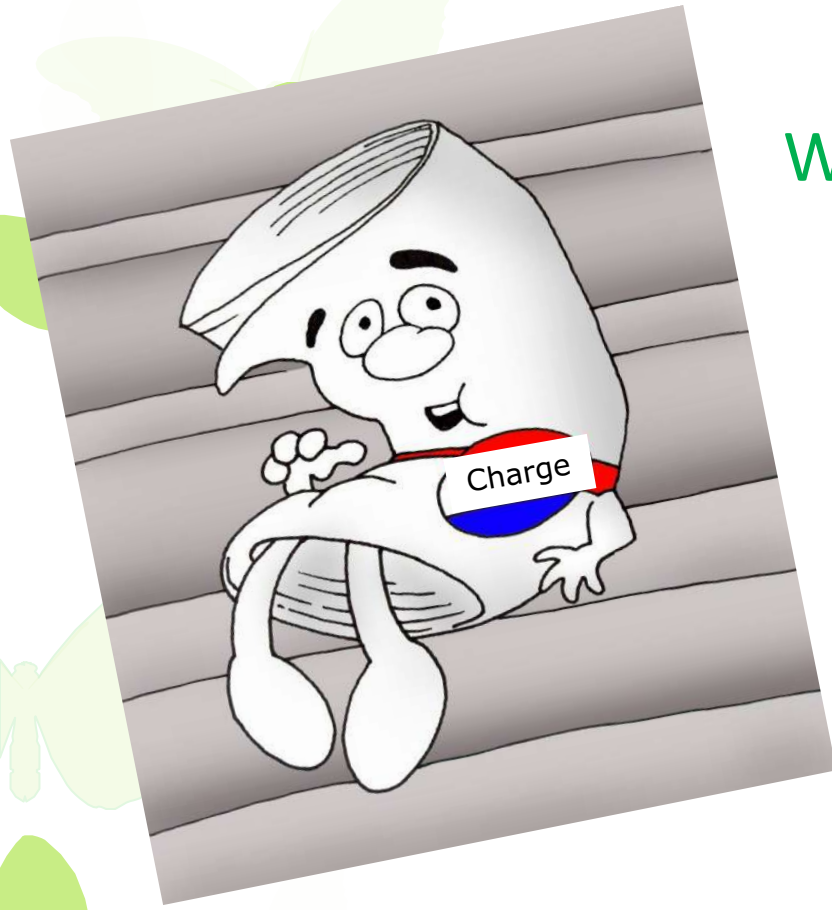
Cost center nbr:	Cost center name:
Cardholder name:	Date of purchase:
Store/vendor name:	Purpose of purchase:
Detail list of items purchased:	Dollar amount of purchase:

Reason for missing receipt/invoice (check one):

- Lost
- Destroyed
- Receipt not provided to card manager prior to managing p-card statement
- Other

Please provide reason if other is selected:





Well, it's a long, long journey to Converted Hill!

1st - Purchasing reviews for:

Attached and signed receipts

Documentation supporting approval(s) to purchase

2nd - Project Manager reviews if the charge is allowed
in specified project

District

Grants

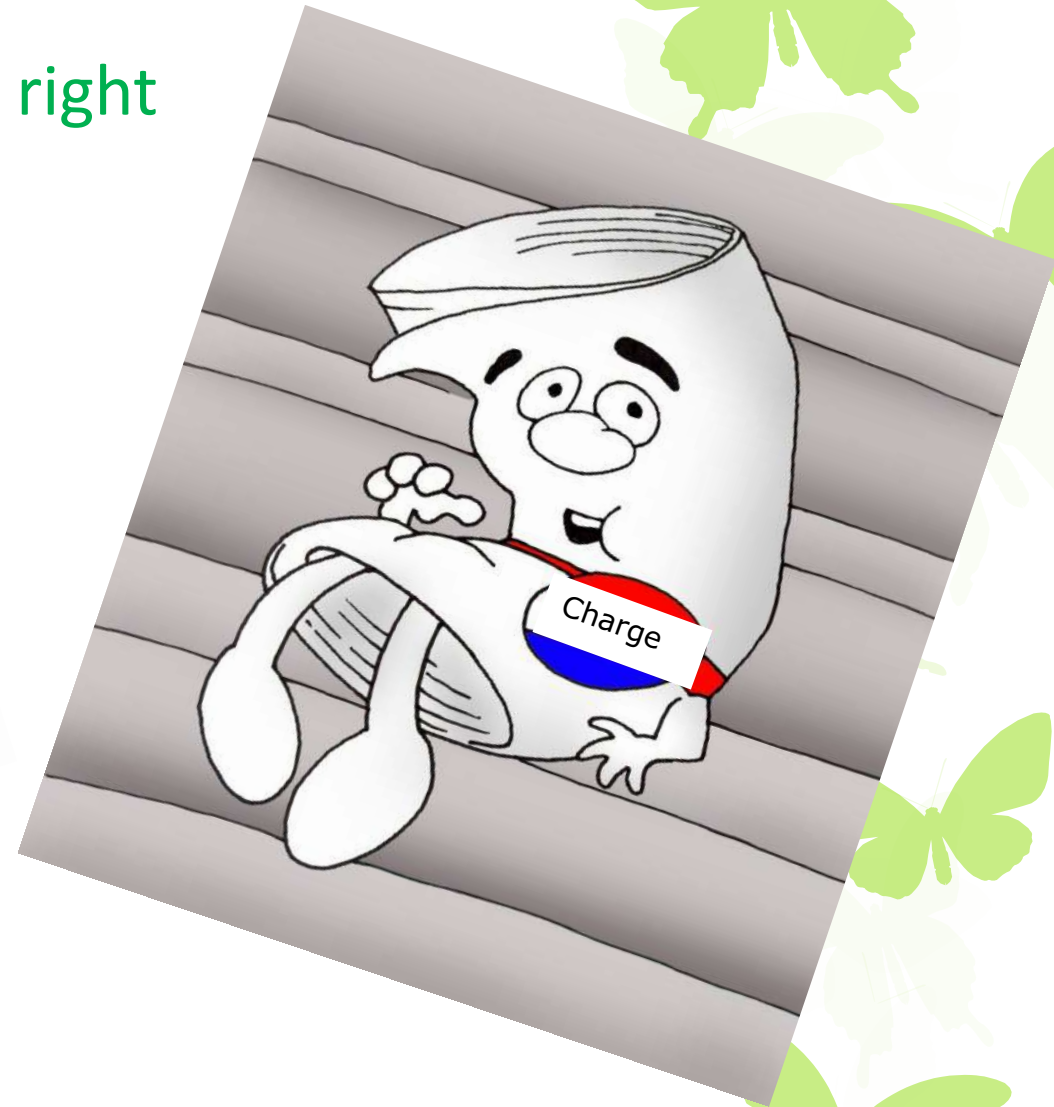
Internal

3rd - Finance verifies that items are correctly coded

4th - Administration reviews/approves purchase

Oh no...something's missing or it's not the right project or code!

REJECTED



Now that an approver has rejected the charge, the process begins again!






Once all the approvals are completed, I'm in the Approved Status!!

Friendly Reminder:

Check the GL Effective date, not the Import Date, to ensure your end of the month P-Card charges are managed in a timely manner.



Code	170330	 Notes
Status	Converted	
GL year/period	2017 9	
GL effective date	03/30/2017	
Invoice date	03/30/2017	
Total	7671.17	

Transactions		
Charge Date	Import Date	Vendor
03/28/2017	04/03/2017	Office Depot Inc
03/28/2017	04/03/2017	Office Depot Inc
03/28/2017	04/03/2017	Office Depot Inc
03/29/2017	04/03/2017	AMAZON.COM
03/29/2017	04/03/2017	School Specialty Inc
03/29/2017	04/03/2017	Newsela ***pcard vendor***
03/29/2017	04/03/2017	Lowry Park Zoological Society of Tampa I

Every Friday Purchasing converts approved charges which creates those API (DTD) invoices and GL journals.



YEAR	PER	EFF DATE	SRC	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
2017	10	4/3/2017	API	2.63	WAL-MART/SAMS CLUB	DTD 922106.5510 Science
2017	10	4/3/2017	API	356.17	Oriental Trading Company	DTD 922103.5510
2017	10	4/3/2017	API	300.00	Russos Transportation Solutions	DTD 946501.5398 Steam Club FT
2017	10	4/3/2017	API	300.00	Russos Transportation Solutions	DTD 946501.5398 Steam Club FT
2017	10	4/3/2017	API	18.98	DD/BR #345017 Q35	DTD 900100.5393 Teacher Apprec
2017	10	4/3/2017	API	-17.91	Office Depot Inc	DTD 922103.5510 Music
2017	10	4/5/2017	API	1,050.00	Nemo Express Tours LLC	DTD 920037.5398 5th Gr FT Unit
2017	10	4/7/2017	API	25.04	WAL-MART/SAMS CLUB	DTD 940000.5510 ABC
2017	10	4/11/2017	API	69.30	WAL-MART/SAMS CLUB	
2017	10	4/12/2017	API	69.00	Office Depot Inc	
2017	10	4/14/2017	API	140.90	THE MASTER TEACHER	
2017	10	4/14/2017	API	193.38	WAL-MART/SAMS CLUB	

Converted

Not converted by Purchasing

Final Step: All converted charges are posted to the General Ledger (GL) to finalize the transactions for the month. This is when you see your charges in Account Inquiry.

All P-Card transactions are submitted to the Board in a Monthly Financial Report

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Schedule Attach Notes Notify Audit Maplink Alerts Detail Journal Approvals Return

Org 11000072 Object 114200 Project 01000 Account 1100.0031.13.01000.114200.0000.0000
 Account Description Due From Internal Funds

Posted	YR/Per	Journal	Eff Dt	Src	Ref1	PO/Ref2	Ref3	Ref4	Amount	Check #	Warrant	Vendor	Comment
Y	2017/02	33393	08/02/16	API	008264		426895	4613	50.00			J W Pepper of Atlanta	922102 5590 Fantasy
Y	2017/02	31914	08/09/16	API	005726		416624	6902	89.53			Sam's Club	900100 5790 Welcome Back Brez
Y	2017/02	31882	08/05/16	API	015902		416460	6896	1.03			LAKEVIEW CAFETERIA	900100 5790 Testing School Pay
Y	2017/02	31882	08/05/16	API	002370		416459	6896	17.25			WAL-MART/SAMS CLUB	900100 5790 9th Grade Orientat
Y	2017/02	31878	08/03/16	API	002370		416415	6893	591.82			WAL-MART/SAMS CLUB	900100 5790 Sam's club - 9th O
Y	2017/02	31837	08/26/16	API	000959	17000393	417495	W 09062016	1,069.57	906843	09062016	Florida School Book Depositor	PUBLICATIONS, AUDIOVISUAL I
Y	2017/02	31837	08/26/16	API	000959	17000393	417665	W 09062016	1,594.68	906843	09062016	Florida School Book Depositor	PUBLICATIONS, AUDIOVISUAL I
Y	2017/02	28542	08/08/16	API	002370		414297	4518	55.51			WAL-MART/SAMS CLUB	900100 55100 Welcome Back dec
Y	2017/02	28533	08/01/16	API	013505		414057	4510	672.00			DOUBLETREE BY HILTON	940200 5300 Yearbook Field Tri
Y	2017/02	26538	08/16/16	CRP	9023	198801		PCard Reim	-332.34			Pasco High School	PC 91331/91182/91437
Y	2017/02	26517	08/16/16	CRP	9023	198808		PCard Reim	-67.88			Pasco High School	PC91331/91182/91437
Y	2017/01	18280	07/28/16	API	000365		413972	4506	1,200.00			BSN Sports	9001005590 Staff shirts
Y	2017/01	18279	07/27/16	API	004602		413959	4505	15.99			AMAZON.COM ***pcard vend	9221015510 Wristbands for regi
Y	2017/01	18273	07/20/16	API	000365		413933	4495	2,500.00			BSN Sports	9221025590 Band T-shirts-Short
Y	2017/01	18272	07/19/16	API	033854		413926	4494	295.66			Lowe's Home Centers Inc ***p	9444005590 Barn/Greenhouse St
Y	2017/01	18269	07/14/16	API	001748		413918	4491	148.75			Nasco	9222065590 Repairs on Health L
Y	2017/01	18268	07/13/16	API	006929		413917	4490	-27.65			Orlando World Center Marriott	Credit for charge that employe
Y	2017/01	18267	07/08/16	API	006929		413913	4489	50.00			Orlando World Center Marriott	Employees will submit check in
Y	2017/01	18267	07/08/16	API	006929		413914	4489	27.65			Orlando World Center Marriott	Employees will submit check in
Y	2017/01	18266	07/11/16	API	002887		413911	4486	23.20			CHICK-FIL-A ***pcard vendor	Employee will submit check in
Y	2017/01	18266	07/11/16	API	006929		413912	4486	88.40			Orlando World Center Marriott	Employees will submit check in
Y	2017/01	18265	07/07/16	API	000365		413904	4485	1,433.00			BSN Sports	9221135642 \$1433 Athletic Equi
Y	2017/01	18265	07/07/16	API	015987		413907	4485	185.49			SUSHI KICHI LLC	Employees will submit check in
Y	2017/01	18265	07/07/16	API	001327		413908	4485	53.13			Publix Super Markets Inc	Employees will submit chek in
Y	2017/01	18264	07/06/16	API	015425		413903	4484	123.00			Instrumentalist Awards LLC	9221025590 Orchestra Combinati
Y	2017/01	17658	07/20/16	INI		0031	WMIS166	ISSUE	65.88				Pick Ticket: 1365690
Y	2017/01	14471	07/19/16	INI		0031	WPP238	ISSUE	33.47				Pick Ticket: 1365690

Total Amount 14,996.61

HOME

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Invoice

Invoice	413913	Vendor	6929	Remit	
Year/per	2017 1	Name	Orlando World Center Marriott Resort & Convention		
Type	1 Invoice	Terms			
		<input type="button" value="Address"/> <input type="button" value="Remits"/>			
Cash Account	0002.0000.00.00000.100001.0000.0000	00000	AP Disb		
PO					
Contract					
Gross amt	50.00	Desc	Employees will submit check in full for the purcha		
Disc date		Status	P Paid		
Disc basis	.00	Voucher	355121		
Disc percent	.000	Check Run			
Net amount	50.00	Inv date	07/08/2016		
Retainage	.00	Due date	07/08/2016		
		Work Order/Task			
Payment meth	R P-Card Transaction	Dept/Loc	0031		
Check no		<input type="checkbox"/> Separate check <input type="checkbox"/> Include documentation <input type="checkbox"/> PA applied			
Check date					

HOME

Accept Cancel Search Query Builder Add Update Delete Global Duplicate Print PDF Preview Text file Excel Word Email Schedule Attach Notify Maplink Alerts Show/Hide Cols Customize Screen Form Return

Transaction	Card Number	Card Holder	Statement	Charge Date	Amount	Charge Description
160536	****_****_****_****	Pasco High School	91437	07/06/2016	50.00	Employees will submit check in full for the purchases.

Column Total

Amount 50.00

Search / Filter

Search icons and filters

Purchasing

Contracts

✿ Ann Altman

ext 42226



Why do we do contracts?

- Statutes, Board policy requirements when transacting business with an outside vendor.
- Protects the District (costs, fingerprinting, expectations, liability).
- Protects the vendor (costs, expectations, liability).
- Eliminates misunderstandings which can lead to additional expense, litigation, bad press, etc. **(Don't make Cinderella cry).**
- Would you transact business without a contract (mortgage, sale or purchase of home, car, etc.)?



Terminology (What)

- **Contract** – a written contract with an outside vendor which contains terms and conditions of service, payments, etc.
- **Munis Contract** – a record in the Munis system recording the written contract with the vendor.
- **Entertainment agreement** – When a person or agency comes in to provide entertainment for students/staff. E.g. Animals, D.J.'s, ventriloquist/puppets, magic shows, etc.
- **Professional Services** – Training, consultants, clinicians, professional speakers.
- **Fundraiser** – Events designed specifically to raise money for a certain purpose, e.g. sales of items (food, flowers, t-shirts, discount cards, etc.), golf tournaments, car washes, yard sales, candy sales.

How do we process a contract?

- Determine the terms of the contract with a vendor.
- Review the vendor's contract -OR- download and complete a copy of the standard agreements from the Purchasing Services website and complete.
- Obtain signatures required.
- If Purchasing Services' approval is needed you must enter the contract in Munis for processing.
- All internal paperwork must be completed as well as a contract.

When does all this happen?

- Contracts **MUST** be completed prior to beginning of contracted service.
- Purchasing's approval is needed for all entertainment and consultant agreements. Fundraiser contracts with an outside vendor where deposits are required up front require Purchasing's approval as well.
- Contracts must be entered with ample time to make it through the approval process. If board approval is required (over \$50,000) more time is needed. Please see Board Meeting schedule.

Who is involved?

- Vendor
- Principal/Director
- Purchasing Services
- Board (for contracts that require Board approval)



Where can I find assistance?

- **Purchasing Services website** – Contracts
- **Debbie Reaves** ext 42219
- **Stephanie Swinson** ext 42234
- **Human Resources** (Fingerprinting)



Account Payable

✿ Karin Smith
ext 42292



Travel

Mileage Tracker has been updated!

- Only Employees who have **File Maker Pro 14** or higher can access



Per Diem Meals

Out of County Travel

- **\$ 5.00 Breakfast**

- (travel begins before 6am – lasts after 8am)

- **\$11.00 Lunch**

- (travel begins before Noon – lasts after 2pm)

- **\$23.00 Dinner**

- (travel begins before 6pm – lasts after 8pm)



Hot Topics

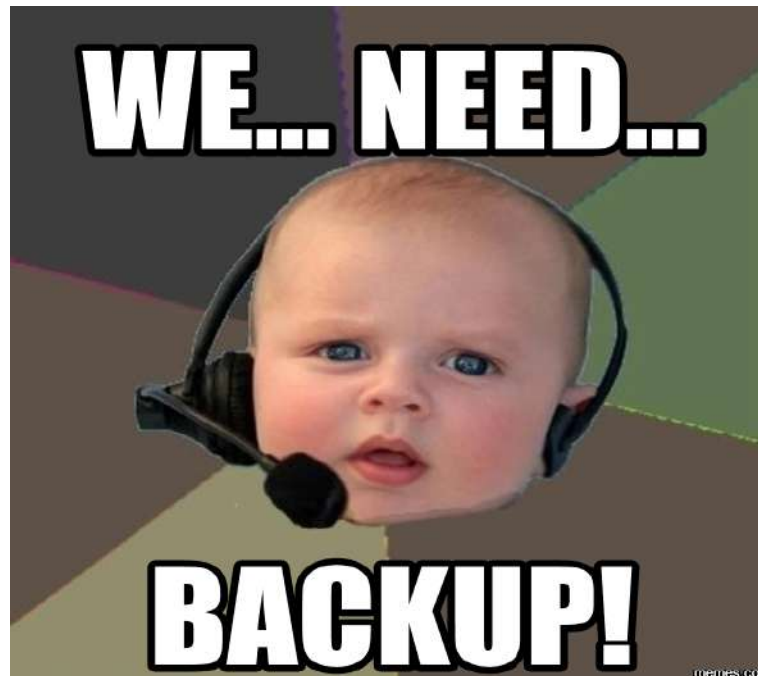


BACKUPS

* **MICHAEL GONZALEZ**

BACKUPS

- Back Up Form were e-mailed March 27, 2017
- Please submit to Michael Gonzalez at mmgonzal@pasco.k12.fl.us



District Year End Close Out

- May 26 - Cut-off for requisitions
- June 22 - Requisitions not completed will be deleted
- June 26 - Budget available for 2017-2018 requisition entry
- June 30 - Any purchases posted at the bank on or before June 30, 2017 will be charged to the 2016-2017 Budget
- July 7 -
 - P-Cards transactions are managed for the month of June 2017
 - All receiving documents entered for June 30
 - Travel reimbursement requests due



Have a wonderful afternoon!

Please complete a Meeting Feedback

