Welcome to the 2015-2016 Spring Bookkeepers' Meeting

Tuesday, April 26th

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

- DeEtte Parrish
  - ext 42264
  - e-mail: dparrish@pasco.k12.fl.us

- Carol Jugan
  - ext 42445
  - e-mail: cjugan@pasco.k12.fl.us

- Randi Moran
  - ext 42261
  - e-mail: rmoran@pasco.k12.fl.us

- Contact one of the Bookkeeping Coordinators with any internal/student activity questions
- E-mail for team is bookkeeperresource@pasco.k12.fl.us

Agenda

- 2016-17 Budget
- EOY Internal/Student Activity closeout procedures
- Updated Bank Reconciliation/ Monthly Checklist
- Break
- Due to District procedures
- Property Tracking and Inventory (Prism)

- Lunch (Provided by Pasco Education Foundation)
- Sales Tax
- Fundraiser/Entertainment Agreements
- P-Card Procedures
- Accounts Payable Updates
- Internal Accounts Committee

2016-2017 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 2017

Discretionary Funds, Project 01000
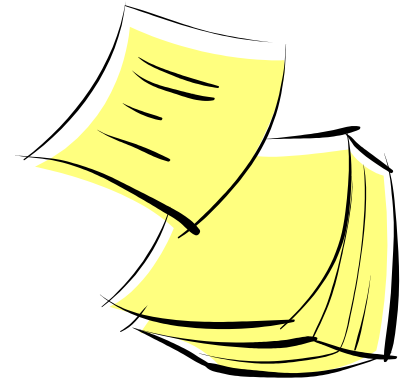
$494 per instructional allocation

- Comparability funds =

Total Discretionary Budget

Comparability Funds, Project 01080

- Funding is based on Average Daily Membership (ADM)

  - ➤ $4 for Elementary Schools

  - ➤ $2 for Middle and High Schools

  - ➤ Only for purchase of consumable supplies
    1100.XXXX.XX.01080.551000.5100.0000

Media Funds, Project 01020

- Funding is based on Average Daily Membership (ADM)

  - ➤ $14 for Elementary Schools

  - ➤ $17 for Middle and High Schools

  - ➤ Restricted to Function 6200
    1100.XXXX.XX.01020.XXXXX.6200.0000

Principal's Travel, Project 01050

- $990 Principal's Travel for <u>Secondary Schools</u>

  ➢ Submit travel on a monthly basis

  ➢ **1100.XXXX.XX.01050.XXXXX.7300.0000**
    - (objects 533000 and 533002 available)

Data Entry Supplies, Project 01060

- $180 per school

  ➤ Only for purchase of consumable supplies
      1100.XXXX.XX.01060.551000.5100.0000

Budget Development

Budget Entry Information

- **May 27** - Allocation worksheets will be provided to Principals and Bookkeepers
  - ➢Excel spreadsheets for budget development will be sent with your allocation worksheets
  - ➢QSGs for Budget Entry and Pre/Post Capital Requests

- **June 13 - 17** - Budget entry is scheduled in Building 3 Training Room F
  - ➢Option to enter at School or District, please sign up
  - ➢Title I schools will enter the budget for Title I during scheduled time

- **July 1** - Access to budget amendments

Running Budget Reports

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

  - **<u>Next Year Budget Reports</u>**– This report allows you to see 2015 actual, 2016 actual, 2016 revised and original budget by project.

  - If you need assistance running your reports, please contact myself or Christine and we will walk you through it.

PROJECTION: 17100   SCHOOLS

FOR PERIOD 99

ACCOUNTS FOR:
General Operating

	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 Schl/Dept	COMMENT
0921 Pine View Middle							
01000 Basic Discretionary							
519000 Overtime							
11004277 519000 01000 Overtime 1100.0921.12.01000.519000.9800.0000	.00	.00	.00	.00	.00	.00	_____
11004277 521000 01000 Retirement 1100.0921.12.01000.521000.9800.0000	.00	.00	.00	.00	.00	.00	_____
11004277 522000 01000 Soc Sec 1100.0921.12.01000.522000.9800.0000	.00	.00	.00	.00	.00	.00	_____
11004220 533000 01000 Travel 1100.0921.12.01000.533000.5100.0000	.00	104.00	29.75	29.75	104.00	.00	_____
11004241 533000 01000 Travel 1100.0921.12.01000.533000.5200.0000	.00	100.00	100.00	.00	100.00	.00	_____
11004220 535000 01000 Mtn Summry 1100.0921.12.01000.535000.5100.0000	.00	225.00	.00	.00	225.00	.00	_____
11004266 535000 01000 Mtn Summry 1100.0921.12.01000.535000.7300.0000	.00	800.00	.00	.00	800.00	.00	_____
11004273 535000 01000 Mtn Summry 1100.0921.12.01000.535000.7900.0000	.00	100.00	100.00	.00	100.00	.00	_____
11004234 536000 01000 Rentals 1100.0921.12.01000.536000.5100.2107	.00	.00	.00	.00	.00	.00	_____
11004266 536000 01000 Rentals 1100.0921.12.01000.536000.7300.0000	.00	.00	.00	.00	.00	.00	_____
11004273 539000 01000 Ot Pur Srv 1100.0921.12.01000.539000.7900.0000	.00	.00	.00	.00	.00	.00	_____
11004220 539001 01000 Dist Graph 1100.0921.12.01000.539001.5100.0000	13.68	1,000.00	600.00	422.63	1,000.00	.00	_____
11004241 539001 01000 Dist Graph 1100.0921.12.01000.539001.5200.0000	.00	.00	.00	.00	.00	.00	_____
11004252 539001 01000 Dist Graph 1100.0921.12.01000.539001.6120.0000	36.28	200.00	200.00	.00	200.00	.00	_____
11004266 539001 01000 Dist Graph 1100.0921.12.01000.539001.7300.0000	212.91	432.00	532.00	499.61	432.00	.00	_____
11004220 551000 01000 Supplies 1100.0921.12.01000.551000.5100.0000	757.84	1,500.00	1,500.00	1,500.00	1,500.00	.00	_____
11004221 551000 01000 Supplies 1100.0921.12.01000.551000.5100.0001	970.00	450.00	450.00	17.39	450.00	.00	_____
11004222 551000 01000 Supplies 1100.0921.12.01000.551000.5100.0002	832.61	450.00	488.63	485.47	450.00	.00	_____
11004223 551000 01000 Supplies 1100.0921.12.01000.551000.5100.0003	1,108.19	450.00	450.00	81.24	450.00	.00	_____

Pre/Post Capital Requests

- Quick Start Guides - Handout
- **Projection 17380**
  - ➢Pre-capital request due June 17th
  - ➢User Defined: Priority Level (1-3)
  - ➢Describe items with estimated cost
  - ➢Notifications will be sent out last week of June

- **Projection 39999**
  - ➢Post-capital request after July 1, 2016
  - ➢User Defined: Funding Source
    - ➢2000 – School Funded
    - ➢2001 – Grant/Program Funded
    - ➢2002 – Grant Application Review
    - ➢2003 – District Funded
  - ➢Describe item and justification

Budget Updates

- Budget Freeze
- School Recognition
- Lottery Funds
- Classroom Supply Funds
- Warehouse Back Order Process
- Secondary Schools
  - Official Reimbursement request
  - High Schools Use of Pool Project
  - Year End Security

District Year End Close Out

- May 27 - Cut-off for requisitions
- June 23 - Requisitions not completed will be deleted
- June 27 - Budget available for 2016-2017 requisition entry
- June 30 - Any purchases posted at the bank on or before June 30, 2016 will be charged to the 2015-2016 Budget
- July 7 -
  - P-Cards transactions are managed for the month of June 2016
  - All receiving documents entered for June 30
  - Travel reimbursement requests due

Year End Procedures

- [Year End Report Packet](#) is due by July 18
  - Accounts Receivable
  - GL Liability Accounts
  - Due To District
  - Purchase Order Clean-Up
  - Secondary Schools

- Contact one of the Bookkeeping Coordinators to come in for Year End Report Packet assistance the week of June 13-17

Month End Reconciliation

Month End Reconciliation Guide

When the bank statement becomes available, it is time to make end of the month adjustments and balance the month.

- Enter Cash Adjustment(s) for Interest and Bank Fees
- Enter Cash Transfer(s) for Money Market, Savings or CD Interest
- Review Adjustment(s) on prior month's Reconciliation sheet
- Reconcile Receipts
- Reconcile Disbursements
- Run and print Report #2 - Project Balance Report
- Run and print Report #7 - Outstanding Disbursements
- Run and print Report #8 - Outstanding Receipts

STOP

- Go to Bank Reconciliation sheet on your computer. Enter all information to see if you are in balance.

Bank Reconciliation

- Bank Statement Balance
  - Add: Total Outstanding Receipts
  - Less: Total Outstanding Checks
- Available Checking Account Balance

- Checkbook Balance
  - Add/Less: Adjustments for check errors or encumbrances
- Reconciled Balance

- Available Checking Account Balance = Reconciled Balance

Bank Reconciliation

ACCOUNT STATEMENT

DOES YOUR BUSINESS NEED EXTRA MONEY FOR EQUIPMENT, INVENTORY
OR EXPANSION? ASK ABOUT OUR BUSINESS LINES OF CREDIT.
WE CAN PROVIDE YOUR BUSINESS WITH FAST ACCESS TO FUNDS.

MONEYMGR COMMERCIAL CHKG   Account ######1983

Beginning Balance on 12/01/15	$	34,638.78
+ Deposits and other Credits(6)	$	1,312.00
Interest Paid	$	0.00
- Checks and other Debits(5)	$	2,028.17
Service Charges	$	0.00

Average Daily Balance   33,965.00

Ending Balance on 12/31/15 $ 33,922.61

Bank Reconciliation - Internal/Student Activity Account

School: _____

Month Balancing: _____ December 2015 _____

Ending Balance per Bank Statement as of: _____ 12/31/2015   33,922.61

Bank Reconciliation

Report #8 : Outstanding Receipt Register   Date Range :   12/01/2015 to 12/31/2015   Execution Time : 4/23/2016 9:52:58 AM

Location	Cash Code	Receipt #	Deposit	Activity	Action	Eff. Date	Clear Date	Paid by	Notes	Amount
Total								Final Total		

Plus deposits in transit for this period's collections

(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

Bank Reconciliation

Cash Code	Check #	V	Activity	Action	Eff. Date	Clear Date	Vendor #	Vendor Name	PO #	Invoice #	Notes	Amount
11110901	1022		940500	53930901	12/14/15		8655	Florida Odyssey of the Mind Association Inc		12/14/2015 OM	Promotion and Public Relations	-$154.00
											Check Total	-$154.00
	1025	V	940000	53900901	12/16/15		1929	Duke Energy Florida Inc		12/16/2015 NF	Other Purchased Services	-$200.00
											Check Total	-$200.00
								Location Total				-$354.00
								Final Total				-$354.00

Less Outstanding Checks that have not cleared the bank

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

Check Number	Amount	Check Number	Amount
1022	154.00		
1025	200.00		

Total Outstanding Checks   354.00   354.00

Bank Reconciliation

Bank Reconciliation - Internal/Student Activity Account

School: _____

Month Balancing: _____December 2015_____

Ending Balance per Bank Statement as of: _____   12/31/2015 | 33,922.61 |

Plus deposits in transit for this period's collections

(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
1022	154.00		
1025	200.00		

Total Outstanding Checks | 354.00 | | 354.00 |

Available Checking Account Balance | $33,568.61 |

Bank Reconciliation

Pasco County School District, FL
Project Balance Report ▮▮▮▮▮ **As Of 12/31/2015**

munis
a tyler erp solution

Activity	Checkbook Balance	Encumbrance Balance	Net Balance
951007 School Grant G	3.00	0.00	3.00
989011 School Store	712.83	0.00	712.83
989012 Beverage Machine	170.09	0.00	170.09
989013 All Other Commissions	904.00	0.00	904.00
989014 Media Center	1,216.35	0.00	1,216.35
991116 Certificate of Deposit	-5,007.26	0.00	-5,007.26
Total	33,568.61	0.00	33,568.61

Checkbook Balance Total (Project Balance Report #2) $33,568.61

Bank Reconciliation

- Enter NSF Checks

- Errors:
  - Posting Date
  - Encumbrance (PO Canceled instead of Closed)
  - Check Error in Clearing or Voiding

Adjustment	Description	Entry Date	Plus	Minus	
Total Adjustments			$0.00	$0.00	$0.00

Bank Reconciliation

Checkbook Balance Total (Project Balance Report #2) | $33,568.61 |

Adjustment	Description	Entry Date	Plus	Minus	
Total Adjustments			$0.00	$0.00	$0.00

Reconciled Balance = Available Checking Account Balance | $33,568.61 | $0.00 |

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

Bank Reconciliation - Internal/Student Activity Account

School: _____

Month Balancing: _____ December 2015 _____

Ending Balance per Bank Statement as of: _____ 12/31/2015 | 33,922.61 |

Plus deposits in transit for this period's collections

(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

Checkbook Balance Total (Project Balance Report #2) | $33,568.61 |

Less Outstanding Checks that have not cleared the bank

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

Check Number	Amount	Check Number	Amount
1022	154.00		
1025	200.00		

Adjustment	Description	Entry Date	Plus	Minus

Total Outstanding Checks	354.00	354.00

Total Adjustments | $0.00 | $0.00 | $0.00 |

| Available Checking Account Balance | $33,568.61 | Reconciled Balance = Available Checking Account Balance | $33,568.61 |

Bank Reconciliation

- Please complete this activity
- Use your February Monthly Financial Reports
- Identify any discrepancies

Month End Reconciliation

Continue running the remainder of your reports.

- Run and print Report #1 – Account Summary Trial Balance Report
- Run and print Report #3 – Account Trial Balance
- Run and print Report #4 –Disbursement Register
- Run and print Report #5 –Receipt Register
- Run and print Report #6 –Transfers & Adjustments Register

Monthly Financial Report Checklist

MONTHLY FINANCIAL REPORT CHECKLIST

School: _____   **Month/Year:** _____   **Yes**

Cost Center # _____

Reports Submitted

1. Account Summary Trial Balance Report ✓
2. Project Balance Report ✓
3. Account Trial Balance Report ✓
4. Monthly Disbursement Register Report ✓
5. Monthly Receipt Register Report ✓
6. Monthly Transfers & Adjustment Register Report ✓
7. Outstanding Disbursement List (date start date back to oldest outstanding check) ✓
8. Outstanding Receipt List ✓
9. Copy of All Bank Statements (Checking, Savings, Money Market,CD) ✓
10. Copy of Bank Reconciliation Sheet ✓
11. Accounts Receivable Spreadsheet ✓
12. CheckCare Web Report for reporting month and previous month (60 days) ✓

Monthly Financial Report Checklist

Statement Verification			Yes	NA
1. Report #1 Checking Int Acct 111901	=	Bank Statement	✓	
2. Report #1 Savings-Int Acct 111903	=	Savings/MM Bank Statement	✓	
Savings-Int Acct 111903	=	Project Balance Report 991115	✓	
3. Report #1 Cert. of Deposit-Int Acct 111904	=	Cert. of Dep. Bank Statement	✓	
Cert. of Deposit-Int Acct 111904	=	Project Balance Report 991116	✓	
4. Report #1 Change Fund-IA 111922	=	Project Balance Report 111900	✓	
5. Report #1 Accts Receivable-IA 113099	=	Balance AR Spreadsheet	✓	
6. Report #1 Due From Other Fund-Int Acct 114099	=	Project Balance Report 114000	✓	
7. Report #1 Inventory-Int Accts 115099 (Adult Ed only)	=	Project Balance Report 115000	✓	
8. Report #1 Athletics Payable-Int. Acct. 222200	=	Project Balance Report 222200	✓	
9. Report #1 Band/Chorus Payable-Int. Acct. 222300	=	Project Balance Report 222300	✓	
10. Report #1 Textbook Payable-Int. Acct. 222400	=	Project Balance Report 222400	✓	
11. Report #1 Sales Tax Payable-Int. Acct. 226099	=	Project Balance Report 226000	✓	
12. Reconciled Balance	=	Available Checking Acct. Balance	✓	
13. Outstanding Checks - there should not be any checks outstanding dated older than 6 months			✓	

Well done!

It's Time For A Break

Due to District (DTD)

- DTD charges are expenditures that are paid by the District on behalf of the school. The District must be reimbursed from the Internal/Student Activity Accounts for the charges the school has incurred.
- To research DTD activity for your cost center, refer to the **QSG: Account Inquiry.**

P-Card coded to Due to District, 114200

- **Charge Description field** include Activity Account number and description
  - ▫ **QSG: Purchase Card Statement Management**

- For P-Card coded to DTD complete a **Cash Disbursement without a PO**
  - ▫ **QSG: Student Activities Disbursement/Checks (Internal Accounts), enter a cash disbursement without a PO.**
  - ▫ Multiple transactions on a P-Card statement, only create one cash disbursement with all the transactions.

- **Invoice Field** enter the P-Card Statement ID # No attachments

- **Vendor # 724**, District School Board of Pasco County

- The disbursement(s) will not show on the Activity Manager Report until it is **cashed out**

- Disbursements for DTD balances cashed out on a weekly basis

- If receipts need to be cashed out and there are outstanding disbursements listed in Activity Transactions, the system will require a check #, **Click +1** to generate the next check #
  - ▫ **QSG: Student Activities Receipt Processing (Internal Accounts)**

Due to District Cash Disbursements

The following documentation should be scanned as the attachment in Munis through TCM:

- **Warehouse Orders (INI)** – Signed Warehouse Requisition Delivery document received with the warehouse items
- **Transportation Charges (GNI)** – TERMS screen printout for each transportation charge that shows the final/actual cost that is equal to the amount shown on the account inquiry
- **Salary Charges (PRJ)** – Spreadsheet received biweekly from Finance Services
- **Journal Entries (GEN)** – Copy of the journal entry completed for coding the activity
- **P-Cards & District Purchase Orders (API)** – no attachments are necessary
  - Place the P-Card statement # or Purchase Order # in the invoice field

New Inventory Procedures/PRISM

Casey Cannoot – Financial Accounting Analyst, Property Control

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

Josh Nelson – Supervisor of Information Services

ext 42197   e-mail: jrnelson@pasco.k12.fl.us
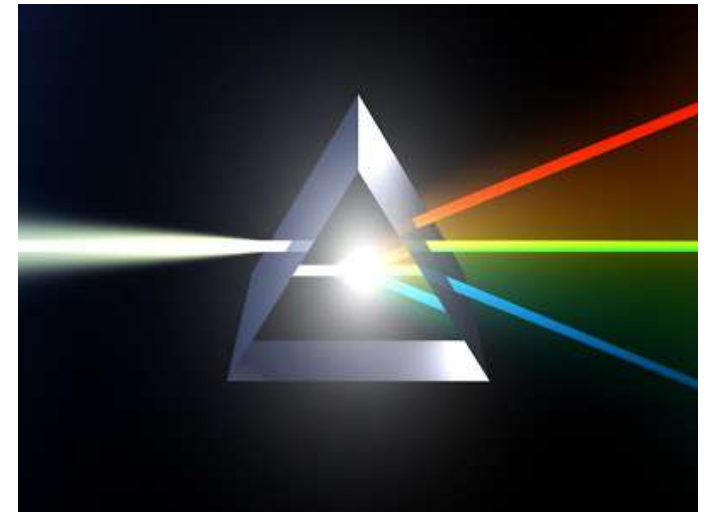
Lunch

Provided by Pasco Education Foundation

Sales Tax

Marissa Walker - Internal Auditor
ext 42407   e-mail: mdwalker@pasco.k12.fl.us

Michiko Strang - Internal Auditor
ext 42335   e-mail: mstrang@pasco.k12.fl.us

Julia Bradley - Internal Auditor
ext 42420   e-mail: jbradley@pasco.k12.fl.us

Stephanie Swinson – Procurement Specialist
ext 42234   e-mail: sswinson@pasco.k12.fl.us

PowerPoint

"Of course I'm tax-exempt!"

Contracts

- Fundraisers
- Entertainment Agreements

Fundraisers

- All fundraisers MUST comply with School Board Policies 5830 & 9211 and Administrative Code 9700C

- Avoid fundraisers that involve selling logo rights
  - CVS/Walmart

NEW FUNDRAISER PROCEDURE

Contract with <u>outside</u> vendor? → Paying money upfront? → Complete Fundraiser Agreement & MIS 176 (Fundraising Activity Application/Recap

Obtain Vendor and Principal Approval/Signature → Submit in MUNIS for Purchasing's approval/signature
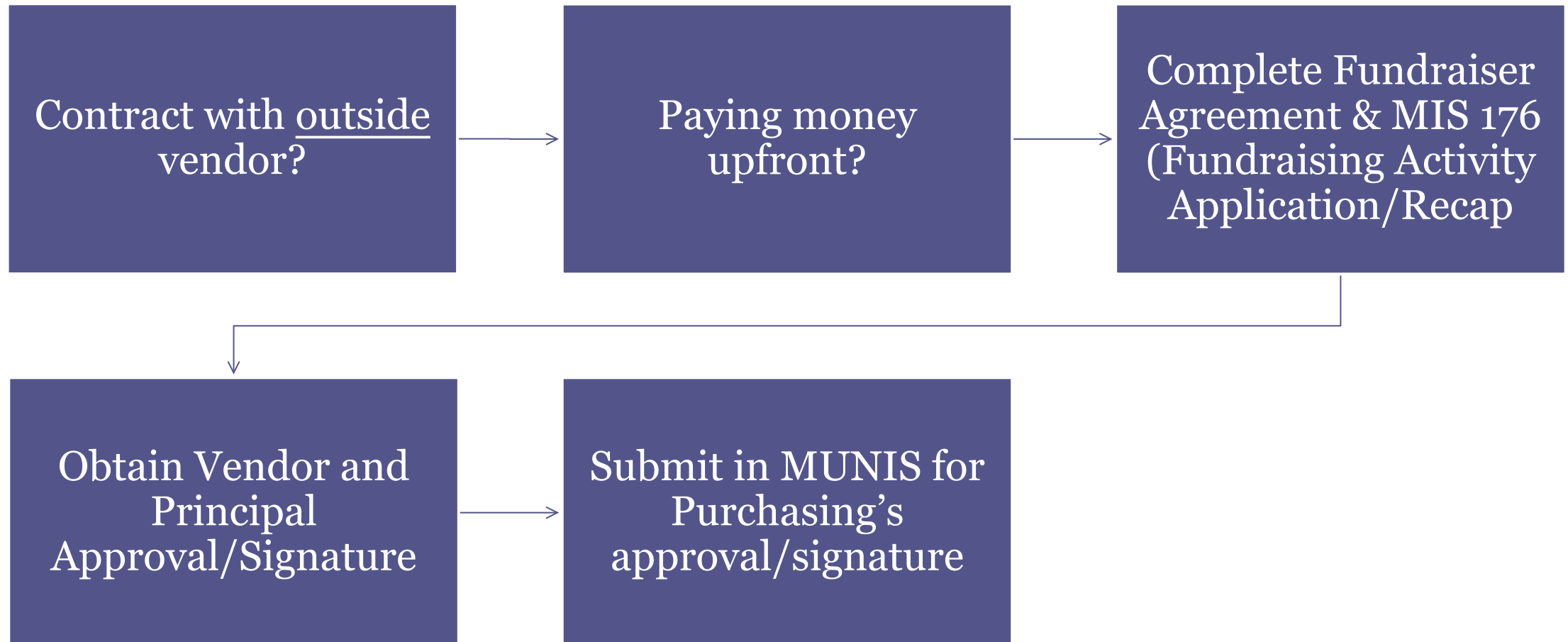
All Other Fundraisers

- **Complete MIS 176 Fundraising Activity Application/Recap**
  - ▫ Obtain Principal's Approval/Signature
  - ▫ Attach all documentation received from vendor

Entertainment Agreements

- MUST be approved and signed by Purchasing **PRIOR** to services commencing
- Fingerprinting
  - If money exchanged <u>NOT</u> a volunteer
  - Must be cleared by Fingerprinting Services
    - Can take up to 2 weeks- plan accordingly
    - Fingerprinted in another county?
- Deposits are allowed
  - Remaining balance due day of event

P-Card Procedures

Ann Altman – Senior Procurement Specialist

ext 42226   e-mail: aaltman@pasco.k12.fl.us

P-Cards

- Reminder – do not transmit credit card information via email, fax, or mail. Indicate on the form "call for credit card information". Best practice is to enter the information online on secure website.

- If the vendor on the transaction shows up incorrectly, please notify us so we can research. Often times vendors do business under multiple names. If the vendor is not matched properly we can correct it.

- Long lead items

- All employees who travel must sign hotel receipts even if someone else used their P-Card to pay for the room.

- Please indicate if a hotel room was for students or chaperones and how many in the room. We do not need student names or student ID's.

- Do not place Student names in TCM

- You can now liquidate a contract or a PO via the P-card transaction.

- An updated P-Card Program Procedures Manual is located on the Purchasing Services website. These are now being distributed to new cardholders.

P-Cards, cont.

- Food Receipt Clarification

- Utilize the transaction description for more detail about the purchase.

- P-card statements in an approved status are now being converted weekly.

- P-Card transaction description will appear on the account inquiry screen when opening up the "Actual(Memo) envelope once the transaction is converted.

- Before conversion:

Posted	YR/Per	Journal	Eff Dt	Src	Ref1	PO/Ref2	Ref3	Ref4	Amount	Check #	Vendor	Comment	Voucher
N	2016/09		03/15/16	API	70573			PCARD	207.92		Gem Supply Company		
N	2016/09		03/18/16	API	3720			PCARD	417.82		PCI*PATTERSON MEDICAL		
N	2016/09		03/18/16	API	1376			PCARD	66.50		Jones School Supply Co Inc		
N	2016/09		03/17/16	API	2095			PCARD	156.12		CED/Raybro Electric Supplies		

- After conversion:

Posted	YR/Per	Journal	Eff Dt	Src	Ref1	PO/Ref2	Ref3	Ref4	Amount	Check #	Vendor	Comment	Voucher
Y	2016/09	100780	03/10/16	API	002408		363928	5595	66.19		AMAZON MKTPLACE PMTS	944300 5590	315934
Y	2016/09	100767	03/07/16	API	015230		363811	5591	533.84		HOWARD JOHNSON TROPIC	961000 5330	315817
Y	2016/09	100767	03/07/16	API	002408		363812	5591	64.50		AMAZON MKTPLACE PMTS	922109 5590	315818

Vendors

- Myth: Approved vendor list

- Rather than creating a vendor, use the school checkout card

- Send vendor requests with W9 to vendors@pasco.k12.fl.us

- Limit adding an employee as a vendor. Use the school checkout card

- If reimbursement to an employee is a one time shot, use the one time vendor.

Account Payable Updates

Karin Smith – Financial Accounting Analyst – Accounts Payable

ext 42292   e-mail: ksmith@pasco.k12.fl.us

Invoice Entry

- More than one invoice can be included in a batch

- Each invoice entry needs documentation in TCM

Accounts Payable Batch

- **Releasing a batch is two steps**
  - Release
  - Approvals

Travel Reimbursement Request

- Please use electronic MIS forms
  - MIS 108 In County
  - MIS 110 Out of County
    - Contact Accounts Payable if you need the electronic version

- Employee number

- Signatures

One Time Vendor

- Reimbursements

- Non-1099 single use vendors
  - Make sure a vendor number is not already on file
  - Single use includes no other school will be using the vendor

- Is the vendor/purchase appropriate?
  - Is there single source contract with another vendor?
  - Did the item need pre-approval?

- The District School Board and our schools have vendor numbers

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.

Technology – Karen Hoge & DeEtte Parrish
Training Staff – Diane Boise, Linda Small & Ann Altman
Munis – Anita Snyder & John Vogel
Payroll/HR – Pam Barbara & Randi Moran
Time – Sharon Trese & Carol Jugan
Communication – Holly Gentry & Julia Bradley

Bookkeeper Technology

Completed:

- all Bookkeepers in the District have a Dell laptop and a printer/scanner.
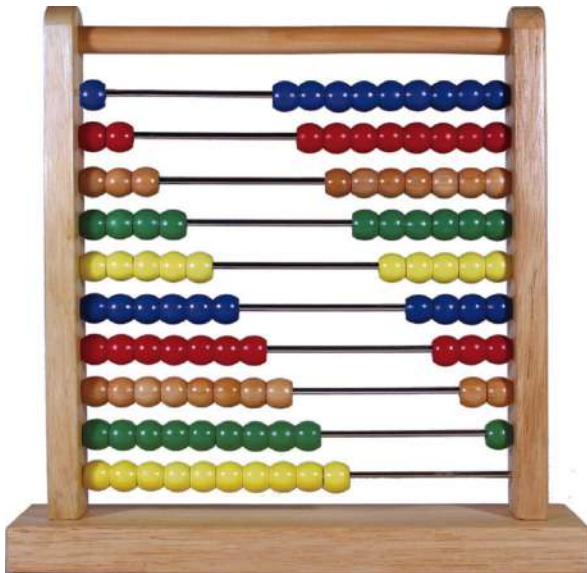
In Progress:

- Investigate the possibility of purchasing the same Dell laptop and printer/scanner for Bookkeeper back-up personnel.
- Research portable scanners for Bookkeeper use when they are away from their desk.

Training Staff

Completed:

- Resource Guide for Buying, Doing and Going (on website)
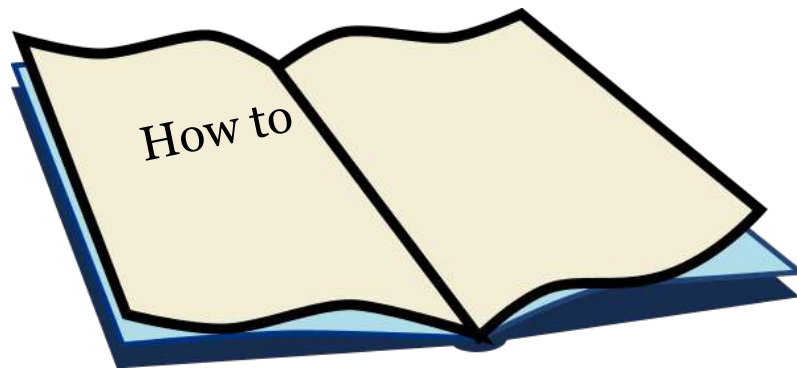
In Progress:

- Podcast
- Principal Presentation

How to
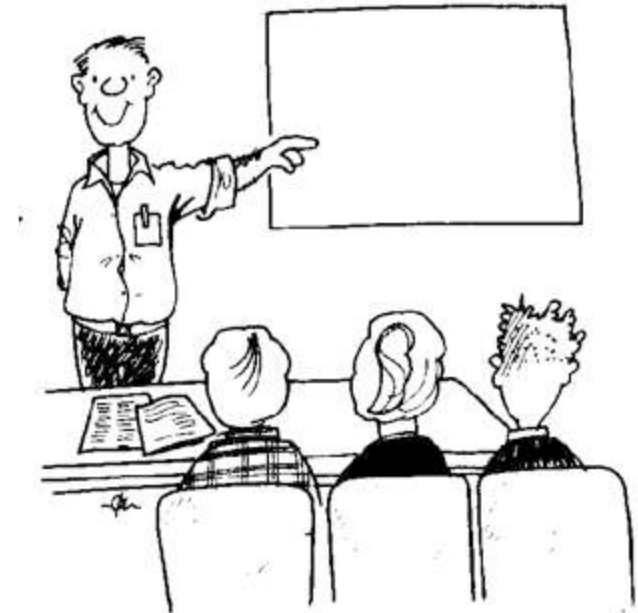
MUNIS

Completed:
- 11.1 Upgrade
- All QSGs updated and on Munis website
- All bookkeepers have direct scanning capabilities

In Progress:
- Introductory Munis course for new bookkeepers
- Advanced Munis course for current Munis users
- Web tutorials for common Munis functions

Payroll/HR/Aesop

Completed:

- Long Term Sub Coding

- Sub Coding

- Custodial Shift Differential

- HR Applicant Central

In Progress:

- Reviewing coding for cost report

Illustration by Chris Gash

Payroll/HR/Aesop

For current employees only. A receiving school can get all the info they need for the MIS303 from Applicant Central screen, eliminating the need to call the bookkeeper from the school they are transferring from.
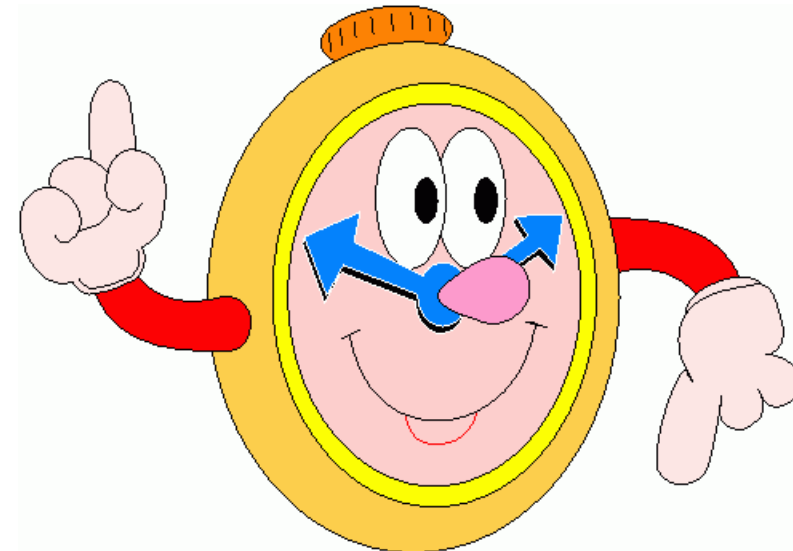
Time

Completed:

- Internal Account Committee Bookkeeper Survey

- HR sent out a Survey to clerical staff including :
  - Bookkeepers
  - Secretaries
 - Administrative Assistants
  - Data Entry

In Progress:

- HR is still reviewing the results

- Unique situations identified and addressed

Communications

Completed:
- Newsletters:
  - *School Dollars and $ense* - Finance Services
  - *Buy it Right* – Purchasing Services

- MIS forms on the OTIS website!

  - *Departments - Technology and Information Services - District Forms - District MIS Forms may be accessed HERE*

- Communications has been reminded to include bookkeepers on any distributions that are applicable to their job duties
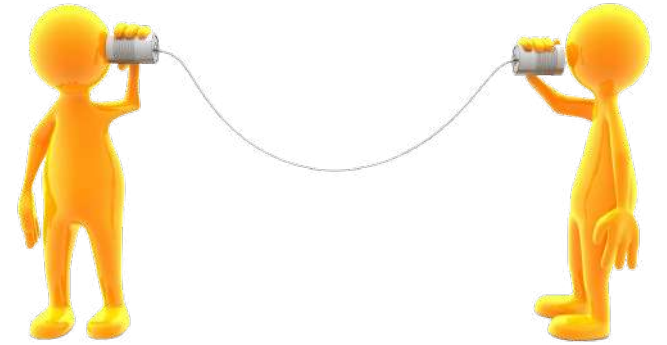
In Progress:
- Resource Guide for Buying, Doing and Going will be presented to Staff at the beginning of the school year as part of the Canvas welcome back presentation

- *Bookkeepers Corner*

- Online Resources

Questions

Thank you for Coming

Please complete Training Feedback