

Budgets:

Jessica Jimenez
Food Service
429-4639

Camila Messina
General Fund
429-3983

Peggy Barnes
Grants
429-3646

Vickie Nash
429-3970

Purchasing:

Pam Brown
429-3993

Donna Sapp
429-3990

Dee Dee Akins
429-3988

Shannon Dunbar
429-3971

Accounts Payable:

Charice White
429-3981

Cindy Oliva
429-3985

Cindy Hill
429-3987

Christine O'Rourke
429-3982

Lisa Green
429-3966

Mary Crispino
429-3984

Payroll:

Alaina DeGroat
429-3992

Marcy Deweese
429-3997

Sandra Paige
429-3994

Debbie Jervis
429-3976

Myla Wine
429-7538

Ashley Honeycutt
429-3995

Tami Alexander
429-3968

Did you know?

- October was the name of the eighth month of the year in the ancient Roman calendar. In Latin, *octo* means eight. When the Romans converted to 12-month calendar, the name October stuck, even though it's now the 10th month. (almanac.com)
- Columbus Day—Columbus Day (U.S.), which is always observed on the second Monday in October. It was on October 12, 1492, that Christopher Columbus landed on a small island in the Bahamas, convinced that he had reached Asia. (almanac.com)
- Some lesser know "special days" in October are: Adopt a Shelter Dog Month, Apple Jack Month, Breast Cancer Awareness Month, Computer Learning Month, Cookie Month, Domestic Violence Awareness Month, Eat Country Ham Month, Lupus Awareness Month, National Pizza Month, National Vegetarian Month, National Popcorn Popping Month, Sarcastic Month and Seafood Month. Enjoy! (heavy.com)



Internal Accounts

Internal Account Audits

Everyone has received the summary of findings (including zero) for their site, please submit your corrective action plans to Kim Albritton no later than October 26, 2018. Please format the plans on letter head and have the Principal sign the letter.

The annual internal account audit training will be held November 13, 2018, 8:30-11:30 at the IRSC Schrieber Center in St Lucie West (same campus as the Annex building). Bookkeepers and Elementary Secretaries are required to attend. Principals are welcome to attend as well. Back-ups—please check with Kim prior to registering. We have limited seating (and everyone will attend one sessions this year).

Reminder

The Finance Department Contact sheet has been updated with the staffing changes. You can find it on the Resource page or click [here](#).

Professional Development

Internal Accounts Audit Training

This training is **mandatory** for all Bookkeepers and Elementary Secretaries. The internal accounts auditor will be presenting a summary of findings and plans to correct accounts for future audits.

Register In Frontline—Session Code: 509-8509003 Session: 110

November 13, 2018 8:30 AM—11:30 AM

IRSC Schrieber Center, 500 N.W. California Blvd. Port St. Lucie, FL 34986

New to You—Bookkeeper Basics—Session 2

This training will be for Bookkeepers new to their role OR Bookkeepers that need some refreshers on the basics. This training is required for Bookkeepers or Elementary Secretaries in their positions for less than one year.

Register In Frontline

December 5, 2018 9 AM—11 AM

Allapattah Flats, Room 3-216