

Budgets:

Jessica Jimenez
General Fund
429-4639

Sara Comeau
Food Service
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

Deb Daly
429-3998

Did you know?

- December in the Northern Hemisphere is similar to June in the Southern Hemisphere.
- The Winter Solstice, also known as Midwinter, occurs around December 21 or 22 each year in the Northern hemisphere, and June 20 or 21 in the Southern Hemisphere. It occurs on the shortest day or longest night of the year, sometimes said to astronomically mark the beginning or middle of a hemisphere's winter. (popculturemadness.com)
- The first artificial Christmas tree was made in Germany, fashioned out of goose feathers that are dyed green! (kaplaninternational.com)
- "Jingle bells" was composed in 1857, and not for Christmas – it was meant to be a Thanksgiving song! (kaplaninternational.com)



What's New

NEW - Travel Policy—The travel policy was updated at the most recent Board meeting. A copy posted to the Bookkeeper Resource page, under [Travel Policy](#). Please make sure you share the information with staff at your location.

Please welcome Sara Comeau, our new Food Service Accountant. Sara is also handling P-cards. Please see updated contact sheet, posted to the Bookkeeper website ([link- Who do I call? Contact Q&A Sheet](#)).

Reminders

Special Events Invoice— if Title 1 funds are being used for special events, please attach the flyer that was sent home to parents with the special event invoice. The flyer is needed as back up.

Please take a moment to review the Bookkeeper/Secretary Resource page (<https://www.stlucie.k12.fl.us/finance/bookkeeper-secretary-resources/>), many of the forms, instructions and manuals you need are posted to the site.

Internal Accounts

School Pay—Posting to Skyward: All Debits and Credits must be posted to Skyward, please refer to the Principal's Manual for Internal Accounts (posted on the Resource page) for detailed instructions.

Professional Development

School Pay—A School's Perspective

This training is **mandatory** for all Bookkeepers and Elementary Secretaries. The session will cover School Pay (District credit card acceptance program) and one school's experience implementing the payment method.

Register In Frontline—Session Code: 509-8509003 Session: 112

January 24, 2019 9:00 AM—11:30 AM

Allapattah Flats, Room 3-216

New to You—Bookkeeper Basics—Session 3

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—Session Code: 509-8509003 Session: 114

January 31, 2019 9 AM—11 AM

Allapattah Flats, Room 3-217