



DIVISION MEMORANDUM

June 4, 2015

FINANCE STAFF MEETING

TO: ADMINISTRATIVE ASSISTANT III
DIVISION FINANCE STAFF
(ALL IU SECONDARY SENIOR BOOKKEEPERS)
(ALL DISTRICT SENIOR BOOKKEEPERS)
(ALL NEWLY HIRED NON-IU SECONDARY SENIOR BOOKKEEPERS)

You are hereby directed to attend the **Regular Finance Staff Meeting** on **June 10, 2015, Wednesday, 8:00 AM**, at the Division Office Conference Hall.

Important agenda are the following:

1. *Preparation and Submission of BFARs*
2. *New UACS Compliant Forms and Reports*
3. *2015 Mid-Year Financial Recon*
4. *Online Unified Reporting System (URS)*
5. *Other Accounting and Budgetary Issues and Concerns*

Senior Bookkeepers are expected to bring the following:

1. *Laptop with extension wire (Secondary IUs only)*
2. *USB Flash Drive*
3. *Finance Meeting Notebook and Pen*
4. *Calculator*

Travelling expenses shall be charged against your local funds in accordance with existing budgeting, accounting and auditing rules and regulations.

For strict compliance.

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

