



## MEMORANDUM

October 17, 2014

### FINANCIAL STAFF MEETING

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

You are hereby directed to attend the Financial Staff Meeting on **October 22, 2014, Wednesday, 9:00 AM**, at the Division Office Conference Hall.

Important agenda are the following:

1. *Manual on Simplified Accounting Guidelines and Procedures*
2. *FY 2015 Budget (MOOE Allocation per School)*
3. *Preparation and Submission of CY 2015 SOB, PPMP and APP*
4. *Unified Account Code Structure (UACS)*
5. *Bank Reconciliation*
6. *Processing of Salary Claims & Benefits*
7. *Processing of Request for Cash Advances and Liquidation Reports*
8. *UACS Compliant Forms*
9. *Other Accounting and Budgetary Issues and Concerns*

Senior Bookkeepers are expected to bring the following:

1. *Laptop with extension wire*
2. *Finance Meeting Notebook and Pen*
3. *Calculator*

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

For compliance.

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

