



GENERAL ACCOUNTING INFORMATION

This section includes: Contact information for San Diego County Office of Education (SDCOE) District Financial Services (DFS) staff, website links for additional resources, information on how to establish a new fund, oracle funds listing, and the wire transfer process.

Financial Accounting and Reporting Contact Information

Roxanna Travers, Financial Accounting & Data Support Manager
(858) 295-6700 • roxanna.travers@sdcoe.net

Patricia Fogliano, Financial Accounting & Data Support Specialist
(858) 295-6703 • pfogliano@sdcoe.net

Financial Accounting	Financial Reporting
<p>E-mail: finacct@sdcoe.net</p> <p>Website: https://www.sdcoe.net/administrative-services/business-services/district-financial-services/financial-accounting</p> <p>Maria Soto-Delfin, Fiscal Technician (858) 295-6709 • msoto@sdcoe.net</p> <ul style="list-style-type: none"> • Apportionments <ul style="list-style-type: none"> ○ Principal Apportionments ○ Education Protection Account (EPA) ○ Interest ○ Lottery • Deposit Permits for Electronic Funds Transfer • Establish/Close Treasury Accounts/Funds • Special Tax Apportionment • Temporary Transfer of funds (TTF) <p>Sokphanny Jones, Account Clerk III (858) 295-6668 • sokphanny.cheam@sdcoe.net</p> <p>Frank Perry, Account Clerk III (858) 295-6699 • francis.perry@sdcoe.net</p> <p>Luisa Herrera, Account Clerk III (858) 295-6697 • luisa.herrera@sdcoe.net</p> <ul style="list-style-type: none"> • Auditor Transfers • Cancel/Voided PeopleSoft Warrants • Cash Journal Entries • County Treasury Liaison • Deposits/ Deposit Permits • JP Morgan Account Information • Monthly Cash Balancing • PeopleSoft Tree Managers • PeopleSoft Combination Codes • Property Tax Apportionment • Signature Card Resolutions • Treasury Oracle Reports • Treasury Wire Access Request Portal (WARP) • Warrant Stock Orders - Online/Off-line/Payroll • Wire Transfers 	<p>E-mail: finrep@sdcoe.net</p> <p>Website: https://www.sdcoe.net/administrative-services/business-services/district-financial-services/financial-reporting</p> <p>Patricia Fogliano, Financial Accounting & Data Support Specialist (858) 295-6703 • pfogliano@sdcoe.net</p> <ul style="list-style-type: none"> • Assessed Valuations • Calculator/Tools Updates – OPEB, Interest, Time Accounting, SARC & ESSA PPE • Custom Reports • General Fund Composite and Expenditure Report • J-29 B/C Tax Reports • LCFF Projection • MYP Updates & Projections • PeopleSoft/Financial Reporting Fees • SACS Web System Administrator • SACS Reporting Support <p>Cailey Rodrigues, Financial Reporting Analyst (858) 295-6277 • cailey.rodrigues@sdcoe.net</p> <ul style="list-style-type: none"> • Actuarial Reporting • Annual Financial Transaction Report • External Auditor Contracts • Financial Data Analysis Tool • Five-Year Comparison • J-29 B/C Tax Reports • MYP Projections • Public Hearing Notices • SACS Web System Administrator • SACS Reporting Support

District Financial Services Staff List

Department	Fax #	Email
Business Services	(858) 541-0697	
Commercial Warrants	(858) 278-1478	
Financial Accounting		Finacct@sdcoe.net
Financial Reporting		Finrep@sdcoe.net
Payroll Services	(858) 715-0091	PayrollSvcs@sdcoe.net
Retirement Reporting	(858) 279-2953	Retiremt@sdcoe.net

Name	Department	Phone #	Room #
Angelina, Ria	Retirement Reporting	(858) 290-5994	605
Aquino, Denise	Retirement Reporting	(858) 295-6906	605
Aquino, Vanessa	Retirement Reporting	(858) 295-6917	605
Aragon, Alex	Retirement Reporting	(858) 295-6925	605
Azzam, Natalie	Business Advisor	(858) 295-6657	609
Benavides, Laura	Retirement Reporting	(858) 295-6927	605
Britt, Tammy	Retirement Systems Manager	(858) 295-6913	605
Cordova, Claudia	Commercial Warrants	(858) 295-6675	608
Davis, Amanda	Business Advisor	(858) 295-6652	609
De Los Santos, Clarissa	Retirement Reporting	(858) 295-6905	605
Espiritu, Amanda	Commercial Warrants	(858) 295-6679	608
Etcheverry, Karina	Payroll Services	(858) 295-6710	605
Evans, Renee	Retirement Reporting	(858) 295-6898	605
Fernandez, Mia	Commercial Warrants	(858) 295-6563	608
Fogliano, Patricia	Financial Accounting and Data Support Specialist	(858) 295-6703	608
Gilroy, Matt	Payroll Services Supervisor	(858) 295-6736	605
Hamada, Sakura	Business Services	(858) 295-6660	609
Hasey, Julia	Payroll Services	(858) 295-6848	605
Hernandez, Nick	Payroll Services	(858) 295-6737	605
Herrera, Luisa	Financial Accounting and Reporting	(858) 295-6697	608
Jones, Sok	Financial Accounting and Reporting	(858) 295-6668	608
Juarez, Maria	Payroll Services	(858) 295-6727	605
Marti, Theresa	Commercial Warrants	(858) 295-6688	608
Perry, Frank	Financial Accounting and Reporting	(858) 295-6699	608
Pilapil, Gemma	Payroll Services	(858) 295-6693	605
Pulido, Marisa	Payroll Services	(858) 295-6719	605
Rodrigues, Cailey	Financial Accounting and Reporting	(858) 295-6277	608
Sam, Veronica	Payroll Services	(858) 295-6722	605
Schuff, Natalie	Director, Business Advisory Services	(858) 295-6659	609
Shelton, Vandee	District Financial Services	(858) 295-6701	609
Soto-Delfin, Maria	Financial Accounting and Reporting	(858) 295-6709	608
Squeo, Carolyn	Retirement Reporting	(858) 295-6919	605
Travers, Roxy	Financial Accounting and Data Support Manager	(858) 295-6700	608
Vacant	Retirement Reporting	(858) 295-6615	605
Vacant	Retirement Reporting	(858) 295-6902	605
Valderrama, Beth	Retirement Reporting Supervisor III	(858) 295-6932	605
Valenzuela-Diaz, Cindy	Commercial Warrants	(858) 295-6678	608
Vickery, Ben	Retirement Reporting	(858) 295-6734	605
Walden, Sheri	Commercial Warrants Manager	(858) 295-6692	608
Watson, Brent	Executive Director, District Financial Services	(858) 295-6702	609
White, Allie	Retirement Reporting	(858) 295-6908	605
Wigg, Lori	Business Advisor	(858) 295-6607	609
Williams, Melissa	Retirement Reporting	(858) 295-6920	605
Wilmot, Alex	Business Advisor	(858) 295-6649	609
Zendejas, Ofelia	Commercial Warrants	(858) 295-6682	608

Commercial Warrants Audit Assignments

District	Mayria (Mia) Fernandez
	Mayria Fernandez, 858-295-6563 mayria.fernandez@sdcoe.net
01	*Alpine Union SD
15	*Escondido Elementary SD
21	*Lemon Grove SD
34	*Solana Beach SD
36	*Spencer Valley SD
37	*Vallecitos SD
41	*Fallbrook Union High SD
43	*Julian Union High SD
47	*Coronado Unified SD
49	*Ramona Unified SD
61	*Poway Unified SD
63	*Carlsbad Unified SD
66	*Warner Unified SD
67	*Valley Center-Pauma Unified

District	Cindy Valenzuela-Diaz
	Cindy Valenzuela-Diaz, 858-295-6678 cindy.valenzueladiaz@sdcoe.net
07	*Cardiff School District
11	*Del Mar Union SD
17	*Jamul-Dulzura Union SD
18	Julian Union SD
23	*National SD
28	Rancho Santa Fe SD
31	*San Pasqual Union SD
32	*Santee SD
33	*San Ysidro SD
45	*San Dieguito Union SD
51	*Vista Unified
62	*Borrego Springs Unified SD
64	*Oceanside Unified SD
65	*San Marcos Unified SD

District	Amanda Espiritu
	Amanda Espiritu, 858-295-6679 amanda.espiritu@sdcoe.net
10	*Dehesa School District
14	*Encinitas Union SD
16	Fallbrook Union Elementary SD
19	*Lakeside Union SD
20	*La Mesa-Spring Valley SD
40	*Escondido Union High SD
48	*Mt. Empire Unified SD
99	*SDCOE
189	*Bonsall Unified SD

District	Claudia Cordova
	Claudia Cordova, 858-295-6675 ccordova@sdcoe.net
06	*Cajon Valley Union SD
09	*Chula Vista Elementary SD
35	*South Bay Union SD
46	Sweetwater Union High SD
Charters	
12	Literacy First Charter
30	Heritage K-8 Charter
73	Guajome Park Academy
77	Escondido Charter High
83	SIA Tech
92	Pacific View Charter
165	Guajome Learning Centers

Bold = Offline Districts

*** = CUPCCAA Districts**

Retirement Reporting Staff Assignments

Room 605 - Fax: 858-279-2953

Laura Benavides Retirement Technician (CalSTRS) 858-295-6927	CalSTRS Defined Benefit Accounting; CalSTRS Cash Balance Accounting; CalSTRS Service Credit Repurchase Accounting; CalSTRS Year to Date Salary Subject Figures; CalSTRS Address File; CalSTRS Penalties and Interest.
Allie White Account Clerk III (CalSTRS) (858) 295-6908	CalSTRS Certificated Calendar Days (CDAYS); Certificated Reduced Workload Program (RWP) Contracts; CalSTRS Excess Contribution Refunds; Service Credit Repurchases (General Deductions); Service Credit Discrepancy Inquiries; CalSTRS Special Projects.
Renée Evans Account Clerk II (CalSTRS 1-45, 50, 52) 858-295-6898	CalSTRS Payroll Reporting; Retirement Membership Enrollments; Permissive Elections; Right of Elections; Payroll Adjustments; 60 Hours and 100 Days Reports; Salary Computations Worksheets; Refund Applications; Retirements (Express Benefit or MS 554 forms); Certificated Retiree I-30s.
Ria Angelina Account Clerk II (CalSTRS 46-189, 60) 858-290-5994	CalSTRS Payroll Reporting; Retirement Membership Enrollments; Permissive Elections; Right of Elections; Payroll Adjustments; 60 Hours and 100 Days Reports; Salary Computations Worksheets; Refund Applications; Retirements (Express Benefit or MS 554 forms); Certificated Retiree I-30s.
Benjamin Vickery Retirement Technician (CalPERS) 858-295-6734	CalPERS Defined Benefit Accounting; Salary Overpayments; Right of Elections Review; PERS Summer School Reporting; CalPERS Year to Date Salary Subject Figures;
Clarissa DeLos Santos Account Clerk III (CalPERS) (858) 295-6905	CalPERS Service Credit Repurchases (General Deductions); CalPERS Special Projects
Vacant Account Clerk II (CalPERS 1-45, 50, 52) 858-295-6902	CalPERS Payroll Reporting; Retirement Membership Enrollments, Right of Elections; Payroll Adjustments; 1,000 Hours Reports; AESD-2 Forms: Memberships, Separations, Name Changes, and Address Changes; Refunds; Retirements; Service Credit Discrepancy Inquiries.
Vacant Account Clerk II (CalPERS 46-189, 60) 858-295-6615	CalPERS Payroll Reporting; Retirement Membership Enrollments, Right of Elections; Payroll Adjustments; 1,000 Hours Reports; AESD-2 Forms: Memberships, Separations, Name Changes, and Address Changes; Refunds; Retirements; Service Credit Discrepancy Inquiries.
Melissa Williams Retirement Technician Charter Schools 858-295-6920	CalSTRS Charter School Independent Reporting; CalPERS Charter School Independent Reporting; Charter School Fees.

Retirement Reporting Staff Assignments

Room 605 - Fax: 858-279-2953

Alex Aragon Retirement Technician (CalPERS and CalSTRS) (858) 295-6925	Retirement Unit Support; CalPERS and CalSTRS Special Projects.
Denise Aquino Account Clerk III (CalPERS and CalSTRS) (858) 295-6906	Retirement Unit Support; CalPERS and CalSTRS Special Projects.
Vanessa Aquino Retirement Reporting Analyst (858) 295-6917	PeopleSoft Unit Support; PeopleSoft Testing; PeopleSoft Special Projects.
Carolyn Squeo Retirement Reporting Analyst (858) 295-6919	Retroactive Pay - School District Contact; PeopleSoft Unit Support; PeopleSoft Testing; PeopleSoft Special Projects.
Beth Valderrama Supervisor III, Retirement Reporting (858) 295-6932	Retirement Reporting Unit Supervision.
Tammy Britt Manager, Retirement Systems (858) 295-6913	CalPERS system access administrator; CalSTRS system access administrator. PeopleSoft maintenance of: CHRS, Job Codes, Retirement related EE & ER Rates. PeopleSoft Unit Support; PeopleSoft Testing; PeopleSoft Special Projects.

Who to Contact with Payroll Questions?

Topic	Contact
SUI Reporting; TSA Returns; Assign, Add or Delete Vendor Codes; Vendor Change of Address; Vendor Warrant Cancellations; Overage/Lost Vendor Warrants; Annual Resolutions	payrollsvcs@sdcoe.net Payroll Services Team 858-295-6719
ACH (Reversals, etc.); Lost Payroll Warrants; Overage Payroll Warrants; End of Year County W-2 Balancing; Payroll Calendar; Reconciled Payroll Warrant Copies; Forgeries	
Current Year Salary Overpayments; Federal and State Tax Payments; State Tax Reporting; Current Year Workers Compensation Abatements	
Social Security and Medicare Tax Payments; Federal Tax Reporting; W2/W3 and 941; Payroll Tax Deductions/Refunds; Year-end Adjustments	
Corrected Tax Forms; W2-C/W3-C and 941-X Form Audits, Questions and Filing	
Garnishments/Wage Attachments; Lost Garnishment Warrants; Mail/Warrant Distribution; Credential Holds/Releases	garnishment@sdcoe.net Payroll Services / Garnishment Team 858-295-6737

General Email: payrollsvcs@sdcoe.net
Mail Stop — Room 607
Fax: 858-715-0091

San Diego County Treasurer Bank Information

JP Morgan Chase
201 N. Central Avenue 21st
Floor Phoenix, AZ 85004

JP Morgan Chase Bank:

All questions regarding JP Morgan Chase deposits should go through the SDCOE Financial Accounting & Reporting department.

SDCOE Liaison: Sokphanny Jones, (858) 295-6668
Sokphanny.Cheam@sdcoe.net

Frank Perry, (858) 295-6699
Francis.Perry@sdcoe.net

Luisa Herrera, (858) 295-6697
Luisa.Herrera@sdcoe.net

Auditor & Controller – Accounts Payable:

Warrant Information: Katherine Lineback, (858) 694-2087
Katherine.Lineback@sdcounty.ca.gov

Christine Ancheta, (858) 694-2068
Christine.Ancheta@sdcounty.ca.gov

Treasurer's Office:

Wire Transfers: Rosella Perez, (619) 531-5685
Rosella.Perez@sdcounty.ca.gov

WARP Administration: Zinda Jimenez, (619) 531-5628
Zinda.Jimenez@sdcounty.ca.gov

Gregg Rosner, (619) 531-5609
Gregg.Rosner@sdcounty.ca.gov



How to Establish a New Fund at the County Treasury

1. Districts will need to complete a board resolution and submit this to SDCOE Financial Accounting & Reporting. Sample resolutions can be accessed on our website via the following link:
<https://www.sdcoe.net/administrative-services/business-services/district-financial-services/financial-accounting>
2. SDCOE Financial Accounting & Reporting will complete the San Diego County Treasury's Fund Set Up form.
3. The board resolution and the completed fund set up form, along with a cover letter will be sent to the San Diego County Auditor & Controller - Financial Accounting & Reporting Division.
4. Once the County has established the fund and an oracle number has been assigned, SDCOE Financial Accounting & Reporting will notify the district by email.

Treasury Deposit Information

School districts are responsible for depositing their funds into their JP Morgan Chase Bank Account. Methods of deposits include:

- Walk-In Service to JP Morgan Chase Branch by 5 PM
- Remote Deposit Capture (JPM Scanner)
- U.S. Mail
- Lock Drop Box
- Wire Transfers

A JP Morgan Chase bank deposit slip and the SDCOE deposit permit in Excel format emailed to finacct@sdcoe.net with the following subject:

District Number_Date of Deposit_Amount of Deposit

This is due to Financial Accounting & Reporting by **9 a.m.** the next day following a deposit.

The Deposit Permit form is available at: <https://www.sdcoe.net/administrative-services/business-services/district-financial-services/financial-accounting>

For any questions regarding the deposit process please email finacct@sdcoe.net.

Due to the large number of NSF checks, the Financial Accounting & Reporting Department has requested funds other than the general fund be notated on the check.

*Remember to use the 5-digit Oracle ID number.

* XXXXX		1906
JOE HENRY 8 LINCOLN AVE. HOMETOWN USA		Date: <u>May 20, XXXX</u>
Pay to the order of	<u>XYZ School District</u> <u>Twenty Five Dollars and 00/100 **</u>	\$ <u>25.00</u> DOLLARS
ABC BANK 1 MAIN STREET DISNEYLAND, CA 90000		
For _____	_____ Joe Henry	1906

Foreign Funds

1. The check must be payable through a U.S. bank.
2. **U.S. Funds or U.S. Dollars must be printed by the written and numeric amount.

Process for Wiring Funds out of the County Treasury Wire Administration and Request Portal (WARP)

The San Diego County Treasurer has implemented a web-based system for school districts and charter schools to wire funds out of the county treasury. *Note: PeopleSoft districts can process wires through the AP ACH process.*

Process for School Districts:

The district initiates wire transfer requests from the county portal located at: <https://www2.sdcountry.ca.gov/WFtrans/Default.aspx>. A login name and password should be requested from the County Treasurer's Office. The Commercial Warrants Audit Unit at the San Diego County Office of Education (SDCOE) will be the POETA approvers of wire transfers for school districts before sent to the County Treasurer. School districts must include the SACS account information in the "Transaction Description" field (see sample form on next page).

The district creates a two-lined journal entry with the accounting date that matches the settlement date and source FA. The first line will be for the expense debit and the second line will be an offset to suspense (object 7999). The district must leave the journal entry in valid status and email the journal number and a copy of the Edit Wire Transfer Request to finacct@sdcoe.net. Financial Accounting & Reporting will validate the amount of the wire and change the suspense line to cash and post.

Process for Charter Schools:

Charters that are a fund of a school district: As with current practice, school districts will request wire transfers for charter schools that are a fund of the district. The process will be the same as described above for school districts.

Charters with their own treasury fund: Wire transfers for charter schools that have their own fund number at the County Treasury will be approved by the sponsoring school district. **Email a copy of the Edit Wire Transfer Request with the applicable SACS account number and the PeopleSoft journal number to finacct@sdcoe.net.**

Note that each wire request must be submitted two days prior to the settlement date.

For more information and/or assistance, contact the County Treasurer's Office:

Wire Transfers:	Rosella Perez	Rosella.Perez@sdcounty.ca.gov	(619) 531-5685
WARP Access:	Zinda Jimenez	Zinda.Jimenez@sdcounty.ca.gov	(619) 531-5628
WARP Administration:	Gregg Rosner	Gregg.Rosner@sdcounty.ca.gov	(619) 531-5609

Email: finacct@sdcoe.net for additional questions