



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>Luisa Herrera, Account Clerk III (858) 295-6697 • luisa.herrera@sdcoe.net</p> <p>Sokphanny Jones, Account Clerk III (858) 295-6668 • sokphanny.cheam@sdcoe.net</p> <p>David Wise, Account Clerk III (858) 295-6699 • david.wise@sdcoe.net</p> <ul style="list-style-type: none"> • Auditor Transfers • 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, SLFS & General Ledger Trial Balance • Cashflows • Custom Reports • General Fund Composite and Expenditure Report • J-29 B/C Tax Reports • LCFF Projection • MYP Updates & Projections • 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 • ELO-P PADC Certification • External Auditor Contracts • Financial Data Analysis Tool • Five-Year Comparison • 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 (<i>Attendance Accounting</i>)	(858) 278-1478	Attendanceaccounting@sdcoe.net
Financial Accounting		Finacct@sdcoe.net
Financial Reporting		Finrep@sdcoe.net
Payroll Services	(858) 715-0091	PayrollSvcs@sdcoe.net
Retirement Reporting		Retiremt@sdcoe.net

Name	Department	Phone #	Room #
Anderson, Ryan	Retirement Reporting	(858) 290-5994	605
Andrew, Cameron	Retirement Reporting	(858) 292-3505	605
Angelina, Ria	Retirement Reporting	(858) 295-6927	605
Aquino, Denise	Retirement Reporting	(858) 295-6906	605
Aquino, Vanessa	Commercial Warrants	(858) 295-6688	607
Aragon, Alex	Retirement Reporting	(858) 295-6917	605
Austin, Wayne	Retirement Reporting	(858) 295-6905	605
Azzam, Natalie	Business Advisory Services	(858) 295-6657	609
Benavides, Laura	Retirement Reporting	(858) 295-6932	605
Cordova, Claudia	Commercial Warrants	(858) 295-6675	607
Davis, Amanda	Business Advisory Services	(858) 295-6652	609
De Los Santos, Clarissa	Retirement Reporting	(858) 295-6925	605
Etcheverry, Karina	Payroll Services	(858) 295-6710	605
Evans, Renee	Retirement Reporting	(858) 295-6898	605
Faranso, Tamara	Retirement Reporting	(858)-298-2027	605
Fernandez, Mia	Commercial Warrants	(858) 295-6563	607
Fogliano, Patricia	Financial Accounting and Reporting	(858) 295-6703	608
Gilroy, Matt	Payroll Services	(858) 295-6736	605
Gonzalez, Claire	Payroll Services	(858) 290-5457	605
Hamada, Sakura	Business Services	(858) 295-6660	609
Hasey, Julia	Payroll Services	(858) 295-6693	605
Hernandez, Nick	Payroll Services	(858) 295-6722	605
Herrera, Luisa	Financial Accounting and Reporting	(858) 295-6697	608
James, Carolyn	Retirement Reporting	(858) 295-6919	605
Jones, Sok	Financial Accounting and Reporting	(858) 295-6668	608
Pilapil, Gemma	Payroll Services	(858) 295-6719	605
Pulido, Marisa	Payroll Services	(858) 292-3555	605
Rivera, Amanda	Commercial Warrants	(858) 295-6679	607
Rodrigues, Cailey	Financial Accounting and Reporting	(858) 295-6277	608
Sam, Luis	Payroll Services	(858) 295-6737	605
Schuff, Natalie	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
Travers, Roxy	Financial Accounting and Reporting	(858) 295-6700	608
Vacant	Retirement Reporting		605
Vacant	Retirement Reporting		605
Valderrama, Beth	Retirement Reporting	(858) 295-6913	605
Valenzuela-Diaz, Cindy	Commercial Warrants	(858) 295-6678	607
Vickery, Ben	Retirement Reporting	(858) 295-6734	605
Walden, Sheri	Commercial Warrants	(858) 295-6692	607
Watson, Brent	District Financial Services	(858) 295-6702	609
White, Allison	Payroll Services	(858) 295-6920	605
Wigg, Lori	Business Advisory Services	(858) 295-6607	609
Wilmot, Alex	Business Advisory Services	(858) 295-6649	609
Wise, David	Financial Accounting and Reporting	(858) 295-6699	605
Zendejas, Ofelia	Commercial Warrants	(858) 295-6682	607

Commercial Warrants Audit Assignments and Contact Information

Sheri Walden, Commercial Warrants Manager
858-295-6692, sheri.walden@sdcoe.net

Vanessa Aquino, Commercial Warrants Systems Analyst
858-295-6688, vaquino@sdcoe.net

Ofelia Zendejas, Commercial Warrants Technician
858-295-6682, ozendejas@sdcoe.net

District	Mayria (Mia) Fernandez
	Mayria Fernandez, 858-295-6563 mayria.fernandez@sdcoe.net
01	*Alpine Union SD
17	*Jamul-Dulzura Union SD
21	*Lemon Grove SD
28	Rancho Santa Fe SD
34	*Solana Beach SD
36	*Spencer Valley 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

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

District	Cindy Valenzuela-Diaz
	Cindy Valenzuela-Diaz, 858-295-6678 cindy.valenzueladiaz@sdcoe.net
07	*Cardiff School District
18	*Julian Union SD
23	*National SD
31	*San Pasqual Union SD
32	*Santee SD
33	*San Ysidro SD
45	*San Dieguito Union SD
62	*Borrego Springs Unified SD
64	*Oceanside Unified SD
65	*San Marcos Unified SD
67	*Valley Center-Pauma Unified

District	Claudia Cordova
	Claudia Cordova, 858-295-6675 ccordova@sdcoe.net
06	*Cajon Valley Union SD
09	*Chula Vista Elementary SD
11	*Del Mar Union SD
15	*Escondido 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

* = CUPCAA Districts
Bold = Offline Districts

Retirement Reporting Staff Assignments

Room 605

Ria Angelina 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
Cameron Andrew Account Clerk III (CalSTRS) 858-292-3505	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 III (CalSTRS 1-45, 50 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
Ryan Anderson Account Clerk III (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
Wayne Austin Account Clerk III (CalPERS) 858-295-6905	CalPERS Service Credit Repurchases (General Deductions), CalPERS Special Projects.
Vacant Account Clerk III (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.
Tamara Faranso Account Clerk III (CalPERS 46-189, 60) (858) 298-2022	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.
Denise Aquino Retirement Technician Charter Schools (858) 295-6920	CalSTRS Charter School Independent Reporting; CalPERS Charter School Independent Reporting; Charter School Fees; Special Projects
Clarissa DeLos Santos Retirement Technician (CalPERS & CalSTRS) (858) 295-6925	PeopleSoft Monthly Payroll Reports, Retirement Unit Support, CalPERS and CalSTRS Special Projects

Retirement Reporting Staff Assignments

Room 605

Vacant Account Clerk III, (CalPERS & CalSTRS) (858) 295-6906	Retirement Unit Support; CalPERS and CalSTRS Special Projects
Alex Aragon 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
Laura Benavides Supervisor III (858) 295-6932	Retirement Reporting Unit Supervision
Beth Valderrama Manager, Retirement Reporting (858) 295-6913	CalPERS system access administrator, CalSTRS system access administrator, PeopleSoft maintenance of: CHRS, Job Codes, Retirement related EE and ER Rates, PeopleSoft Unit Support, PeopleSoft Testing, PeopleSoft Special Projects

Who to Contact with Payroll Questions?

Room 607 - Fax: 858-715-0091

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; Credential Holds/Releases.	858-295-6722
Current Year Salary Overpayments; Federal and State Tax Payments; State Tax Reporting; Current Year Workers Compensation Abatements.	858-295-6710
Social Security and Medicare Tax Payments; Federal Tax Reporting; W2/W3 and 941; Payroll Tax Deductions/Refunds; Year-end Adjustments.	858-295-6920
Corrected Tax Forms; W2-C/W3-C and 941-X Form Audits, Questions and Filing.	858-295-6693
Garnishments/Wage Attachments; Lost Garnishment Warrants; Mail/Warrant Distribution.	garnishment@sdcoe.net Payroll Services / Garnishment Team 858-295-6737 858-290-5457

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: [Luisa Herrera, \(858\) 295-6697](mailto:Luisa.Herrera@sdcoe.net)
Luisa.Herrera@sdcoe.net

[Sokphanny Jones, \(858\) 295-6668](mailto:Sokphanny.Cheam@sdcoe.net)
Sokphanny.Cheam@sdcoe.net

[David Wise, \(858\) 295-6699](mailto:Finacct@sdcoe.net)
Finacct@sdcoe.net

Auditor & Controller – Accounts Payable:

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

[FGG, CMWarrantInquires](mailto:CMWarrantInquires.FGG@sdcounty.ca.gov)
CMWarrantInquires.FGG@sdcounty.ca.gov

Treasurer's Office:

Banking Administration: [Liliana Montes, \(619\) 531-5628](mailto:Liliana.Montes@sdcounty.ca.gov)
Liliana.Montes@sdcounty.ca.gov

WARP Administration: TTCbanking.eft@sdcounty.ca.gov

[Gregg Rosner, \(619\) 531-5609](mailto:Gregg.Rosner@sdcounty.ca.gov)
Gregg.Rosner@sdcounty.ca.gov

[Rosella Perez, \(619\) 531-5685](mailto:Rosella.Perez@sdcounty.ca.gov)
Rosella.Perez@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.

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

The San Diego County Treasurer has implemented an on-line system for school districts and charter schools to wire funds out of the county treasury.

Process for School Districts:

The district initiates wire transfer requests from the county portal located at: <https://www2.sdcounty.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 are required to record the wire transfer by entering a corresponding journal entry in their business system.

Process for Charter Schools:

Charters that are a fund of a school district: Authorizing 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.

Charters should record the wire transfer by entering a corresponding journal entry in their business system.

Recording Wires within PeopleSoft:

PeopleSoft Districts and Charters should create a two-line journal entry using an accounting date that matches the settlement date and source "FA." The first line should record the expense debit, and the second line should offset to suspense (object 7999). The journal entry must be left in valid status, and the district should email the journal number along with a copy of the Edit Wire Transfer Request to finacct@sdcoe.net. Financial Accounting & Reporting will verify the wire amount, update the suspense line to cash, and post the entry.

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:

WARP Administration: TTCbanking.eft@sdcounty.ca.gov
Liliana Montes Liliana.Montes@sdcounty.ca.gov (619) 531-5628
Gregg Rosner Gregg.Rosner@sdcounty.ca.gov (619) 531-5609
Rosella Perez Rosella.Perez@sdcounty.ca.gov (619) 531-5685

Email: finacct@sdcoe.net for additional questions

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 _____	<u>Joe Henry</u>	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.