

Accounting Contacts

Contact	Type of School Inquiries
<p>Rosanne Winter Accounts Payable 250-505-7052 accounts.payable@sd8.bc.ca</p>	<ul style="list-style-type: none"> • Accounts Payable - invoices, contracts • Accounting Forms (A.1 etc.) • BMO cards - set-up, submissions and support • EFT applications • GST inquiries
<p>Penny Bush Accounting 250.505.7049 pbush@sd8.bc.ca</p>	<ul style="list-style-type: none"> • Accounts Receivable - receipts, charitable receipts (must include scanner ready support documents for all receipts please) • POS terminals (credit/debit machines) & online payments • Via E-funds & Accounting set-up, access and support • School department codes • Journal Entries • Bank Reconciliation - support and reconciled reports emailed to her • Bursaries & scholarships - collect & disburse funds • Grants & donations - collect & disburse funds • T4A Taxation • Collect & store Social Insurance Numbers (SIN) for service providers that do not have a Business Number
<p>Samara Shaw Manager of Finance / Comptroller 250-505-7046 samara.shaw@sd8.bc.ca</p>	<ul style="list-style-type: none"> • SDS set-up and access • District GL accounts • Budgets and budget transfers • RBC trust account signing authorities • RBC bank statements