

District Accounting Contacts for Schools

Rosanne Winter: Accounting / Payroll Clerk

250-505-7052 | accounts.payable@sd8.bc.ca

- Accounts Payable - invoices, contracts
- Accounting Forms (A.1 etc.)
- BMO cards – set-up, submissions and support
- EFT applications
- GST inquiries
- TTOC payroll

Penny Bush: Accounting / Purchasing Coordinator

250.505.7049 | penny.bush@sd8.bc.ca

- 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)

Samara Shaw: Manager of Finance / Comptroller

250.505.7046 | samara.shaw@sd8.bc.ca

- SDS set-up and access (IT enters set-up per approval from Finance)
- District GL accounts
- Budgets and budget transfers
- RBC trust account signing authorities
- RBC bank statements
- A.1b School Bank Transfers

Holly Kerr: Finance Clerk

250.505.7003 | holly.kerr@sd8.bc.ca

- Grant application support
- T4A Taxation

Shauna Martens: Payroll & Benefits Coordinator

250.505.7051 | shauna.martens@sd8.bc.ca

- Teaching & non-teaching payroll & benefits

Michele Laurin: Accounting / Payroll Clerk

250.505.7048 | michele.laurin@sd8.bc.ca

- CUPE payroll & benefits