



**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2001-004
CONTACT: Rita R. Scallan
Program Director - Budgeting
TELEPHONE: 850-301-3063

TO: All Principals
FROM: Patricia Wascom, Chief Financial Officer
DATE: April 6, 2001
SUBJECT: Instructions: Changes to Fiscal Year 2001-2002 School Budgets

On March 15, 2001, you received revised revenue projections for your school. Your school budget was developed and submitted to Finance based on the revised projections. The school budget, which Finance currently has, is the beginning budget for your school. From this point forward, you **must** use a *Budget Detail Sheet* (MIS 3149) or a *Transfer of Funds School Based Allocation* (MIS 3386) to facilitate any and all changes. The type of change to your school budget will dictate which form to use. The uses of the forms are as follow:

MIS 3386 Form

1. Should be used to make staffing changes only.

MIS 3149 Form

1. Should be used to facilitate all other changes to your budget.
 - a. Fill in the object, function, description and amount of change for each item.

If you have any questions or need additional information, please contact me at 833-7652 or Rita Scallan, Program Director – Budgeting at 301-3063.