



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

FINANCE TAM: 2001-014
CONTACT: Patti Mann
Accountant
TELEPHONE: 833-7652

TO: Principals/Bookkeepers
FROM: Patricia Wascom, Chief Financial Officer
DATE: June 6, 2001
SUBJECT: Internal Funds Chart of Accounts

We are in the process of revising the Internal Funds Manual to eliminate inconsistencies among procedures and provide better guidance for the schools. The revised procedure manual will be distributed prior to January 1, 2002. In the interim, please use the following classification of accounts for Internal Funds:

Fund Type	Classification	
1	Athletics	- Football, Softball, Ticket Sales for athletic events, etc.
2	Music	- Proceeds from activities of music classes and organizations.
3	Classes	- Activities at class level.
4	Clubs	- Activities at club level.
5	Departments	- Activities at department level.
6	Trust	- Funds collected for a specific, restricted purpose.
9	General	- Activities conducted on an overall school basis or any activity not specifically classified in one of the other funds such as proceeds from School Store, Pictures, Vending, etc.

Thank you for your assistance in this matter. If you should have any questions, please contact Patti Mann at 833-7689.

Cc Asst. Superintendents