



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

FINANCE TAM: 2002-003
CONTACT: Patti Mann
Accountant
TELEPHONE: 833-7689

TO: Principals
FROM: Patricia Wascom, Chief Financial Officer *Patricia Wascom*
DATE: October 16, 2001
SUBJECT: 1999-2000 and Prior Florida Teacher Lead Funds Remaining in Internal Funds

Over the past few months, Finance has received numerous inquiries asking for guidance on using Florida Teacher Lead funds that are still in Internal Funds. Per the Florida Department of Education, "Existing law calls for any money unused by the teacher at the end of the school year is to be returned for use by the school advisory council. Since the law under which prior year funding was distributed has expired, it seems appropriate to follow the current law." In other words, each school must issue a check from Internal Funds for any unused Florida Teacher Lead funds and send the check to Finance-BAO. The check should be made payable to "School District of Okaloosa County" and should note that it is returning Florida Teacher Lead funds. Upon receipt of the check, Finance will increase the budget for your school's school advisory council project (project number 2002 - object number 0987 Reserve - function 7300) and will also send you a copy of the budget amendment.

If you have any questions, please call Patti Mann at 833-7689.

Cc: Board Members
Superintendent
Asst. Superintendents
Quality Assurance
Chief Human Resource Officer