



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

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FINANCE TAM: 2004-004  
CONTACT: Paula Sadler, Accountant  
Budgeting & Financial Services  
TELEPHONE: 833-7689

TO: All Bookkeepers  
FROM: Paula Sadler, Accountant  
DATE: September 10, 2003  
SUBJECT: Internal Funds Update

I hope everyone is having a good school year! My purpose for writing is to share with you some updates on internal funds. Please note the following information:

- 1) School Facility Use – Payments made for the use of school facilities should be made payable to the Okaloosa County School District. The check along with the Check/Refund Transmittal Form (MIS 3218) needs to be sent to the Finance Department for deposit into **1010-9890-0987-center #**. "Facilities Use" funds should no longer be deposited into internal funds.
- 2) Worthless Checks – If someone comes to your school to pay for a check that has been written off, **please direct them to the District Finance Office**. Finance has to issue the payee a receipt to bring to the State Attorney's Office to show proof of payment.
- 3) Athletic Ticket Sales – All gate receipts should be recorded in the sports account that generates them.

Thank you for all you do!