



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

FINANCE TAM: 2004-018 (A)
CONTACT: Julie Perry
Budgeting & Financial Services
TELEPHONE: 833-7552

TO: All Principals
FROM: Rita Scallan, Director - Finance
DATE: May 14, 2004
SUBJECT: Internal Funds Review

In an effort to provide more support and help you prepare for this year's school internal audit, Julie Perry or Paula Sadler will be visiting your school to review your internal funds accounting records. Carr, Riggs & Ingram will be performing the audit again this year and should be coming to your school sometime in July.

We would like to first review the schools which have new bookkeepers, along with some other schools in the same area. The review schedule is as follows:

Monday, May 17, 2004

7:30 a.m. – 9:30 a.m.	Pryor MS
9:45 a.m. – 11:45 a.m.	Choctaw HS
12:30 p.m. – 2:00 p.m.	Oak Hill ES
2:15 p.m. – 3:45 p.m.	Cherokee ES

Thursday, May 20, 2004

		8:00 a.m. – 10:30 a.m.	Crestview HS
9:30 a.m. – 11:30 a.m.	Bruner MS	10:45 a.m. – 12:45 a.m.	Davidson MS
1:00 p.m. – 3:30 p.m.	FWB HS	1:30 p.m. – 3:00 p.m.	Laurel Hill

Friday, May 21, 2004

7:30 a.m. – 9:30 a.m.	Lewis MS	8:30 a.m. – 10:00 a.m.	Destin ES
10:00 a.m. – 12:00 p.m.	Meigs MS	10:30 a.m. – 12:30 p.m.	Destin MS
1:00 p.m. – 2:30 p.m.	Shalimar ES	1:15 p.m. – 2:45 p.m.	Bluewater ES

Another TAM will follow this one with the remainder of the schools scheduled in June. Should you have any questions, please contact Julie Perry at 833-7552.

C: Superintendent
Cabinet Members
Bookkeepers (Internal)