



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

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

TO: All Principals
 FROM: Rita Scallan, Director - Finance
 DATE: June 4, 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 will be visiting your school to review your internal funds accounting records. Carr, Riggs & Ingram will be performing the audit again this year and will be coming to your school sometime in July.

We were able to review some schools before the bookkeepers' workshop and would now like to visit the remaining schools. The following schedule has been devised:

Monday, June 7, 2004

7:45 a.m. – 9:15 a.m. Longwood ES
 10:15 a.m. – 11:45 a.m. Edge ES
 12:30 p.m. – 2:00 p.m. Valparaiso ES

Wednesday, June 9, 2004

8:00 a.m. – 9:30 a.m. Northwood ES
 9:45 a.m. – 11:45 a.m. Richbourg MS
 12:30 p.m. – 2:00 p.m. Bob Sikes ES
 2:15 p.m. – 3:45 p.m. Walker ES

Thursday, June 10, 2004

7:30 a.m. – 9:00 a.m. Ocean City ES
 9:30 a.m. – 11:00 a.m. Mary Esther ES

Wednesday, June 16, 2004

8:30 a.m. – 10:30 a.m. Baker School
 11:00 a.m. – 12:30 p.m. Antioch ES
 1:30 p.m. – 3:00 p.m. Southside ES

Monday, June 21, 2004

8:00 a.m. – 10:00 a.m. Niceville HS
 10:15 a.m. – 12:15 p.m. Ruckel MS
 1:00 p.m. – 2:30 p.m. Plew ES

Wednesday, June 23, 2004

7:45 a.m. – 9:15 a.m. Elliott Pt ES
 9:35 a.m. 11:00 a.m. Silver Sands
 12:00 p.m. – 1:30 p.m. Kenwood ES
 2:00 p.m. – 3:30 p.m. Florosa ES

Monday, June 28, 2004

7:30 a.m. – 9:00 a.m. OATC
 9:15 a.m. – 10:45 a.m. Wright ES
 12:00 p.m. – 1:30 p.m. Edwins ES

Should you have any questions, please contact Julie Perry at 833-7552.

C: Superintendent
 Cabinet Members
 Bookkeepers (Internal)