



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

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FINANCE TAM: 2006-010  
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Budgeting & Financial Services  
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TO: School Principals  
FROM: Rita Scallan, Director - Finance  
DATE: September 16, 2005  
SUBJECT: Hourly Teachers and Custodial Hours Reports  
Fiscal Year 2005-2006

A handwritten signature in blue ink, reading 'Rita Scallan'.

In an effort to provide information that is both personalized and easy to understand, the **Hourly Teachers Report** and **Custodial Hours Report** have been redesigned. The reports are now individualized by school and will only include applicable projects. Both reports will follow the same format.

An explanation of each line item on the reports is listed below:

- **Hours Purchased on Salary Menu** – The number of hours purchased on the MIS 3382 School Based Salary Menu for fiscal year 2005-2006.
- **Increases/ (Decreases) – MIS 3386** – The number of hours purchased or cashed-in using the MIS 3386 Transfer of Funds. This figure is the net amount of all MIS 3386s processed to date. A positive number indicates that more hours have been purchased than cashed-in; a negative number indicates that more hours have been cashed-in than purchased.
- **Total Hours Available for Fiscal Year 2005-2006** – The sum of the *Hours Purchased on Salary Menu* and the *Increases/ (Decreases)*.
- **Total Hours Used Through Previous Month** – The number of hours reported and paid through the last payroll period. (This figure also includes hours paid by Transfer of Expenditures.)
- **Hours Used for Current Month** – The number of hours reported and paid for the current payroll period.
- **Adjustments to Hours Used for Current Month** - The current month's increase or decrease in hours initiated by Transfer of Expenditures.
- **Total Hours Used for Fiscal Year 2005-2006** – The sum of *Total Hours Used through Previous Month*, *Hours Used for Current Month*, and *Adjustments to Hours Used for Current Month*.

- **Balance of Hours for Fiscal Year 2005-2006** – The sum of *Total Hours Available for Fiscal Year 2005-2006* and *Total Hours Used for Fiscal Year 2005-2006*. This figure reflects the total number of unused hours remaining in the project. A negative balance means that the project is over budget and more hours need to be purchased.
- **Action Required** – If the project is over budget, the *Action Required* line will be displayed. It will state the required action and the *minimum* cost to clear the deficit. Sufficient hours should be purchased for the remainder of the fiscal year.

***Your feedback is very important to us.*** All comments and suggestions on the new format will be greatly appreciated. If you have any ideas how we can make these reports more user friendly, please contact Kenn Macdonald in Finance at 833-6313 or [MacdonaldKE@mail.okaloosa.k12.fl.us](mailto:MacdonaldKE@mail.okaloosa.k12.fl.us).

Attachment(s)

C: Cabinet Members  
Budget Bookkeepers