



**OKALOOSA COUNTY SCHOOL DISTRICT
TECHNICAL ASSISTANCE MEMORANDUM
BUDGETING AND FINANCIAL SERVICES**

FINANCE TAM: 2007-002

CONTACT: Debbie Bruce, Specialist
Budgeting & Financial Services

TELEPHONE: 833-5827

TO: Principals

FROM: Rita Scallan, Director - Finance

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

DATE: July 20, 2006

SUBJECT: Fiscal Year 2006-2007 Budget Information

The Fiscal Year 2005-2006 budget files have rolled forward, and you should now be able to view your school's budget on the AS400 for Fiscal Year 2006-2007.

The budget shown on the AS400 is your new Fiscal Year 2006-2007 budget allocation plus your Fiscal Year 2005-2006 budget carryover. All Fiscal Year 2006 Discretionary Budget – No Project has been budgeted in Fiscal Year 2007 to Object Code 0988 – Carryover Reserves. In order to view your school's Final Budget Summary for Fiscal Year 2006 in detail, click the link below and select your school from the list of schools shown:

[Final Budget Summary Reports FY 2005-2006](#)

(This page may also be accessed through the Finance website by choosing the Budget Publications Button under "Quick Links" and then the Final Budget Summary Report FY 2005-2006 Link under Fiscal Year 2006-2007 "Additional Budget Information.")

Your school's Fiscal Year 2006 Final Budget Summary Report will serve as the End of Year Budget Report for your area Assistant Superintendent. Also, this final budget summary is an excellent tool to check to see if your projected expenditures (substitutes, utilities, etc.) for fiscal year 2007 have been adequately budgeted.

For fiscal year 2006-2007, please note the following changes:

1. Effective July 1, 2006, when calculating actual salaries and other compensation, the retirement rate (object 0210) has changed to **9.85%**; FICA/Medicare (object 0220) will remain at 7.65%.
2. Instructional Materials – Textbooks – Project 3105 (see Florida Statutes 1006.40 attached) provides funds to schools to purchase instructional materials on the state-adopted list; however 50% may be used for other instructional materials such as workbooks, kits, etc. *These funds may not be used for instructional consumables such as paper, pencils, etc.*
3. MIS 3218 Cash Transmittal Form has been revised to provide more detailed information on checks and cash sent to the Finance Department. A copy of this form is attached for your review and is also available on our Finance website.

The Finance Department's mission is to work closely with your school on budgetary issues and provide assistance regarding appropriate use of funds. Should you have any questions or need additional information regarding your school's budget, please call Debbie Bruce at 833-5827.

Attachments

C: Superintendent
Cabinet Members
Payroll Supervisor
School Bookkeepers