




SCHOOL DISTRICT OF OKALOOSA COUNTY  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE

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FINANCE TAM: 2007-009  
CONTACT: Alice Shannon, Accountant  
Accounting Operations  
TELEPHONE: 833-6310

TO: All Principals  
FROM: Rita Scallan, Director - Finance   
DATE: September 14, 2006  
SUBJECT: Public Depositor's Report

According to Florida Statutes, the School District must file a Public Depositor's Report each October. This report includes the September 30, 2006, balances of all monetary assets held at the District and at each school. Monetary assets include checking accounts, money market accounts, savings accounts, and/or certificates of deposit.

Please send **copies** of the following documentation to Accounting Operations no later than October 16, 2006:

- Checking, savings, and/or money market account statements as of September 30, 2006 (copies of cleared checks need not be included)
- Certificates of deposit with documentation indicating the balance as of September 30, 2006

It is not necessary for schools to document SBA account balance information as this information is available at the District level.

Should you have any questions or need additional information, please contact Alice Shannon at (850) 833-6310. Thank you for your assistance in this matter.

C: Internal Bookkeepers  
Julie Perry, Accountant