

# SCHOOL DISTRICT OF OKALOOSA COUNTY TECHNICAL ASSISTANCE MEMORANDUM FINANCE

FINANCE TAM:

2007-032

CONTACT:

Gwen Myers, Accountant

**Budgeting and Financial Services** 

TELEPHONE:

833-5830

TO:

Selected Principals

FROM:

Rita Scallan, Chief Financial officer

DATE:

June 14, 2007

SUBJECT:

School Recognition Funds - Certificate of Compliance

Fiscal Year 2006-2007

As noted in TAM 2007-006 School Recognition Awards, our District is requesting that each Principal sign a Certificate of Compliance stating that all expenditures for funds received in fiscal year 2006-2007 have met the requirements of the Florida Statutes.

Per Florida Statutes Section 1008.36, all expenditures of School Recognition (A+) funds must be used for nonrecurring bonuses for school faculty and staff, nonrecurring expenditures for educational equipment or materials, or for temporary personnel to assist schools in maintaining or improving student performance.

Please find attached the following information:

- Certificate of Compliance for Fiscal Year 2006-2007;
- Finance TAM 2007-006 School Recognition Awards dated August 28, 2006;
- Florida Statutes Section 1008.36; and
- School Recognition Project 7160 Expenditure Report FY07.

Please sign and return the original Certificate of Compliance to Gwen Myers in Finance no later than June 22, 2007.

Should you have any questions or need additional information, please contact Gwen Myers, Accountant, at 833-5830.

Attachments



# Okaloosa County School District School Recognition Awards Fiscal Year 2006-2007

# **Certificate of Compliance**

The Florida Statutes require school recognition funds to be used for nonrecurring bonuses for school faculty and staff, nonrecurring expenditures for educational equipment or materials, or for temporary personnel to assist schools in maintaining or improving student performance.

I certify to the Superintendent and the School Board that all School Recognition expenditures were expended in accordance and in compliance with Florida Statutes Section 1008.36.

School:	 	 
Principal's Signature:		
Date:		٠



# SCHOOL DISTRICT OF OKALOOSA COUNTY TECHNICAL ASSISTANCE MEMORANDUM FINANCE

FINANCE TAM:

2007-006

CONTACT:

Gwen Myers, Accountant

Budgeting and Financial Services

TELEPHONE:

833-5830

TO:

Selected Principals

FROM:

Rita Scallan, Director - Finance

DATE:

August 25, 2006

SUBJECT:

School Recognition Awards

Project 7160

Finance will review your school's plan for mathematical accuracy and will then forward your plan to the Superintendent for his review and approval. Once your school's plan is approved, Budgeting will then process your school's Budget Detail Form - MIS 3149.

Reminder: If the school staff and the school advisory council cannot reach agreement by November 1, 2006, the award must be equally distributed to all classroom teachers currently teaching in the school.

#### **Budget Pointers**

- Attached is a School Recognition Funds spreadsheet that shows your school's award amount. This amount is the total for your school's budget and is also the amount that is to be used on the MIS 3149 Budget Detail Form (Attached). If you would like to use an electronic version of the Budget Detail Form, you can access the form through our Finance web site. The Total on the bottom of the Budget Detail Form should equal the Total Allocation at the top of the form and should also match your approved plan total.
- All expenditures must comply with Florida Statutes Section 1008.36, which requires school recognition funds to be used for nonrecurring bonuses for school faculty and staff, nonrecurring expenditures for educational equipment or materials, or for temporary personnel to assist schools in maintaining or improving student performance. At the end of fiscal year 2006-2007, the Principal will be asked to sign a Certificate of Compliance stating that all expenditures have met the requirements of Florida Statutes.



#### Technical Assistance Memo - Finance

School Recognition Funds August 25, 2006 Page 2

• If you are planning on paying a bonus to faculty and/or staff, remember to budget 7.65% for FICA (Object 0220). Depending on your school's total budget, there are two methods from which you can choose to pay FICA:

Example #1: The total bonus amount to be paid is \$100.00. FICA would need to be backed out of the \$100.00 (100/1.0765=92.89). The employee would be submitted on the Other Compensation Form for \$92.89. The school's budget would be debited \$92.89 for Bonuses (Object 0105) and \$7.11 for FICA (Object 0220). Total bonus expenditure would be \$100.00.

Example #2: The total bonus amount is \$100.00 plus FICA. FICA would need to be added to the \$100.00 (100\*.0765=7.65). The employee would be submitted on the Other Compensation Form for \$100.00. The school's budget would be debited \$100.00 for Bonuses (Object 0105) and \$7.65 for FICA (Object 0220). Total bonus expenditure would be \$107.65.

- Schools are encouraged to expend their total award amount during the 2006-2007 school year.
- Remaining Florida School Recognition funds (Project 5160 and 6160) also need to be spent this school year. The remaining funds need to be spent according to the original plan submitted by the school advisory council <u>or</u> the school advisory council can amend the plan by sending Finance a copy of the minutes detailing the revisions of their plan.

#### **Bonuses**

If your school has included a bonus payment for faculty and/or staff, Finance will notify Payroll when the Superintendent has received your school's plan. You will still need to send bonus information to Payroll on a MIS 3180 Other Compensation Form.

#### **Bonus Questions**

- What information does Payroll need? Payroll needs a list of all recipients, including information as follows: name, social security number, job identification number, and the amount of the bonus award to each individual recipient. If any of the recipients are <u>not</u> current employees of the District, please list separately the recipient's social security number, mailing address, and amount of the bonus.
- Who will process bonus payments for recipients selected to receive a bonus who are not a current employee of the School District?

  For recipients not currently employed by the District, Payroll will send the information to Accounts Payable for processing with the next regular accounts payable check run. Accounts Payable will mail checks directly to the recipients who are not currently employed by the District.



## Technical Assistance Memo - Finance

School Recognition Funds August 25, 2006 Page 3

- When should schools send the bonus list to Payroll?

  The bonus list (MIS 3180 Other Compensation Form) should be attached to your regular payroll report for the month after you've submitted your plan, budget and compliance form to the Finance Department for the Superintendent's approval.
- When will Payroll issue the bonus checks?

  If the Superintendent has approved your school's plan and budget prior to the payroll cutoff date, Payroll will process the bonuses with that month's regular payroll. If not, Payroll will wait for notification that the Superintendent has received your school's plan and budget. Then Payroll will process the bonus payments with the following month's payroll.

For additional information or to view "Frequently Asked Questions" regarding the Florida School Recognition Program, please visit the Department of Education website at:

# http://www.firn.edu/doe/evaluation/schrmain.htm

If you have any questions relating to Budgeting for the School Recognition funds, please call Gwen Myers in Budgeting at 833-5830. If you have question relating to Payroll, please call your payroll clerk (Debby Fetner 833-5849; Debbie Armor 833-5847; or Sandra Coleman 833-5848).

#### Attachments

Cc: Superintendent
Cabinet Members
OCEA
Payroll Department



#### The 2005 Florida Statutes

### 1008.36 Florida School Recognition Program. --

- (1) The Legislature finds that there is a need for a performance incentive program for outstanding faculty and staff in highly productive schools. The Legislature further finds that performance-based incentives are commonplace in the private sector and should be infused into the public sector as a reward for productivity.
- (2) The Florida School Recognition Program is created to provide financial awards to public schools that:
- (a) Sustain high performance by receiving a school grade of "A," making excellent progress; or
- (b) Demonstrate exemplary improvement due to innovation and effort by improving a letter grade.
- (3) All public schools, including charter schools, that receive a school grade pursuant to s.  $\underline{1008.34}$  are eligible to participate in the program.
- (4) All selected schools shall receive financial awards depending on the availability of funds appropriated and the number and size of schools selected to receive an award. Funds must be distributed to the school's fiscal agent and placed in the school's account and must be used for purposes listed in subsection (5) as determined jointly by the school's staff and school advisory council. If school staff and the school advisory council cannot reach agreement by November 1, the awards must be equally distributed to all classroom teachers currently teaching in the school.
- (5) School recognition awards must be used for the following:
- (a) Nonrecurring bonuses to the faculty and staff;
- (b) Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance; or
- (c) Temporary personnel for the school to assist in maintaining and improving student performance.

Notwithstanding statutory provisions to the contrary, incentive awards are not subject to collective bargaining.

History.--s. 381, ch. 2002-387.

			BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
0031	EDWINS ELEMENTARY SCHO	OL						
0105	SALARY - BONUS		36,199.86	-	-	36,199.86	-	-
0220	FICA (SOCIAL SECURITY)		2,488.61	· -	-	2,488.61	-	-
0610	LIBRARY BOOKS		4,325.53	-	3,523.33	790.27	11.93	0.20
		TOTALS:	43,014.00	_	3,523.33	39,478.74	11.93	0.03
0041	BAKER SCHOOL							
0105	SALARY - BONUS		100,483.59	-	. <del>-</del>	100,483.59	-	-
0220	FICA (SOCIAL SECURITY)		7,021.77	-	-	7,021.77	-	-
0350	REPAIR AND MAINTENANCE		240.00	-	-	240.00	-	-
0510	SUPPLIES		21,837.31	-	-	10,568.40	11,268.91	51.60
0530	PERIODICALS		79.95	· -	-	79.95	-	-
0642	EQUIPMENT (UNDER \$1000)		2,967.38	<del>-</del> .	-	2,518.73	448.65	15.10
		TOTALS:	132,630.00	-		120,912.44	11,717.56	8.83
0051	BOB SIKES ELEMENTARY SCI	HOOL						
0105	SALARY - BONUS		57,705.00	- -	-	57,705.00	-	_
0220	FICA (SOCIAL SECURITY)		3,996.20	•	-	3,996.20	-	-
0510	SUPPLIES		2,554.80	-	292.96	1,760.95	500.89	19.60
		TOTALS:	64,256.00	-	292.96	63,462.15	500.89	0.78

			BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
0082	MEIGS MIDDLE SCHOOL							
0105	SALARY - BONUS		58,647.18	-	-	58,647.18	-	
0220	FICA (SOCIAL SECURITY)		4,045.66	-	-	4,045.66	-	
0510	SUPPLIES		34.14	-	-	34.14	-	
0520	TEXTBOOKS		5,769.27	-	-	5,769.27	-	
0642	EQUIPMENT (UNDER \$1000)		597.45	-	-	597.45	-	
0750	OTHER PERSONNEL SERVICES(TEMP)		1,055.30	-	-	1,055.30	-	
		TOTALS:	70,149.00	_	_	70,149.00	-	
0092	RICHBOURG MIDDLE SCHOOL		(1 (70 07			(4 (70 05	0.02	
0105	SALARY - BONUS		64,679.97	-	-	64,679.95	0.02	
0220	FICA (SOCIAL SECURITY)		4,288.26	-	-	4,288.26	-	
0370	POSTAGE/SHIPPING/TELEGRAM		3,000.00	-	-	3,000.00	-	
0510	SUPPLIES		3,659.77		-	3,659.77		
		TOTALS:	75,628.00			75,627.98	0.02	
0121	RUCKEL MIDDLE SCHOOL							
0105	SALARY - BONUS	·	78,691.13	-	-	78,691.12	0.01	
0220	FICA (SOCIAL SECURITY)		5,677.08	-	-	5,677.08	-	
0510	SUPPLIES		342.79	~	-	-	342.79	100.00
		TOTALS:	84,711.00		-	84,368.20	342.80	0.40

EMILION CONTRACTOR OF THE PROPERTY OF THE PROP			BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE % REM
0131	DESTIN ELEMENTARY						
0105	SALARY - BONUS		75,350.68	<u>-</u>	_	75,350.68	
0220	FICA (SOCIAL SECURITY)		5,558.82	_	-	5,558.82	
0510	SUPPLIES		4,605.50	-	-	4,605.50	
		TOTALS:	85,515.00	-	-	85,515.00	
0151	EDGE ELEMENTARY						
0105	SALARY - BONUS		46,293.06	-	-	46,293.06	
0220	FICA (SOCIAL SECURITY)		3,154.33	-	-	3,154.33	-
0510	SUPPLIES		111.61	-	-	111.61	-
		TOTALS:	49,559.00			49,559.00	-
0161	CHEROKEE ELEMENTARY						
0105	SALARY - BONUS		39,610.78	-	-	39,610.78	
0220	FICA (SOCIAL SECURITY)		2,922.60	-	-	2,922.60	
0510	SUPPLIES		107.62	-	-	107.62	-
		TOTALS:	42,641.00	-		42,641.00	_
0211	NICEVILLE HIGH						
0105	SALARY - BONUS		208,403.78	· <b>-</b>	-	208,403.78	-
0220	FICA (SOCIAL SECURITY)		14,242.17	-	-	14,242.17	
0642	EQUIPMENT (UNDER \$1000)		1,397.05	-	-	1,397.00	0.05
		TOTALS:	224,043.00	_	_	224,042.95	0.05

			BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
0222	NORTHWOOD ELEMENTARY							
0105	SALARY - BONUS		55,571.77	-	-	55,571.77	-	
0220	FICA (SOCIAL SECURITY)		3,599.63		-	3,599.63	-	
0510	SUPPLIES		651.60	_	-	-	651.60	100.00
		TOTALS:	59,823.00		-	59,171.40	651.60	1.09
0251	SOUTHSIDE ELEMENTARY							
0105	SALARY - BONUS		52,675.00	-	-	52,675.00	-	
0220	FICA (SOCIAL SECURITY)		3,576.38	-	-	3,576.38	-	
0310	PROFESSIONAL & TECHNICAL SERV		2,023.38	-	2,000.00	•	23.38	1.10
0510	SUPPLIES		533.24	-	-	533.24	-	
		TOTALS:	58,808.00		2,000.00	56,784.62	23.38	0.04
0261	VALPARAISO ELEMENTARY SO	HOOL						
0105	SALARY - BONUS		38,330.31	-	-	38,330.31	-	
0220	FICA (SOCIAL SECURITY)		2,576.23	-	-	2,576.23	-	
0510	SUPPLIES		4,389.94	-	856.38	3,531.20	2.36	
0641	EQUIP/FIXED ASSET (OVER \$1000)		1,531.00	-	-	1,531.00	· -	
0750	OTHER PERSONNEL SERVICES(TEMP)	)	584.52	-	<b>-</b>	584.52	-	
		TOTALS:	47,412.00	-	856.38	46,553.26	2.36	

			BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
0271	PRYOR MIDDLE SCHOOL							
0105	SALARY - BONUS		64,882.49	_	-	64,882.49	-	
0220	FICA (SOCIAL SECURITY)		4,062.00	-	-	4,062.00	_	
0510	SUPPLIES		901.51	-	-		901.51	100.00
		TOTALS:	69,846.00	_	-	68,944.49	901.51	1.29
0281	WRIGHT ELEMENTARY							
0105	SALARY - BONUS		48,033.81	-	-	48,033.81	-	
0220	FICA (SOCIAL SECURITY)		3,386.01	-	-	3,386.01	-	
0310	PROFESSIONAL & TECHNICAL SERV		5,745.55	-	-	5,400.00	345.55	6.00
0510	SUPPLIES		288.63	-	-	-	288.63	100.00
		TOTALS:	57,454.00	-	_	56,819.82	634.18	1.10
0431	SHALIMAR ELEMENTARY							
0105	SALARY - BONUS		50,711.88	-	-	50,711.88	-	
0220	FICA (SOCIAL SECURITY)		3,183.07		-	3,183.07	-	
0510	SUPPLIES		98.05	-	-	75.91	22.14	22.50
		TOTALS:	53,993.00		-	53,970.86	22.14	0.04
0441	OAK HILL ELEMENTARY							
0105	SALARY - BONUS		49,686.77	-	-	49,686.77	-	
0220	FICA (SOCIAL SECURITY)		3,509.22	, <del>-</del>	-	3,509.22	-	
0510	SUPPLIES		1,377.01	-		1,169.33	207.68	15.00
***************************************		TOTALS:	54,573.00	. =	-	54,365.32	207.68	0.38

			BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
0541	ELLIOTT POINT ELEMENTARY							
0105	SALARY - BONUS		45,411.80	-	-	45,411.80	-	-
0220	FICA (SOCIAL SECURITY)		2,894.07	-	-	2,894.07	-	_
0310	PROFESSIONAL & TECHNICAL SERV		3,350.00	-	-	3,350.00	-	_
0510	SUPPLIES		3,510.93	-	-	3,301.98	208.95	5.90
0750	OTHER PERSONNEL SERVICES(TEMP)		5,947.20	-	-	_	5,947.20	100.00
		TOTALS:	61,114.00	_	_	54,957.85	6,156.15	10.07
0105 0220 0510	OCEAN CITY ELEMENTARY  SALARY - BONUS  FICA (SOCIAL SECURITY)  SUPPLIES		43,652.47 2,576.06 680.47	- - 671.85	- · -	43,652.47 2,576.06	- - 8.62	- 1.20
	SOLIBIES	TOTALS:	46,909.00	671.85	-	46,228.53	8.62	0.02
0571	PLEW ELEMENTARY							
0102	SALARY - OTHER COMPENSATION		1,144.09	-	<b>-</b> _	956.83	187.26	16.30
0105	SALARY - BONUS		57,401.66	-	-	57,401.66	-	-
0210	FLORIDA RETIREMENT SYSTEM		112.69	-	-	94.26	18.43	16.30
0220	FICA (SOCIAL SECURITY)		4,307.56	-	-	4,290.45	17.11	0.40
		TOTALS:	62,966.00	-	-	62,743.20	222.80	0.35

			BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
0581	CHOCTAWHATCHEE HIGH							
0105	SALARY - BONUS		137,854.02	_	-	137,854.02	-	-
0220	FICA (SOCIAL SECURITY)		9,601.58	-	-	9,601.58	-	-
0510	SUPPLIES		27,047.01	-	1,665.30	20,915.96	4,465.75	16.50
0642	EQUIPMENT (UNDER \$1000)		1,034.41	-	209.99	619.64	204.78	19.80
0644	COMPUTER HARDWARE(UNDER \$1000	)	214.98	-	-	214.98	-	-
		TOTALS:	175,752.00	_	1,875.29	169,206.18	4,670.53	2.66
0621	KENWOOD ELEMENTARY							
0105	SALARY - BONUS		49,294.12	-	-	49,294.12	_	-
0220	FICA (SOCIAL SECURITY)		3,442.04	-	-	3,442.04	-	-
0510	SUPPLIES		401.50	<b>-</b>	-	401.50	-	-
0642	EQUIPMENT (UNDER \$1000)	4	27.34	-	-	27.34	-	-
0644	COMPUTER HARDWARE(UNDER \$1000	)	445.00	<b>-</b> .	-	445.00	-	-
		TOTALS:	53,610.00			53,610.00		
0631	FLOROSA ELEMENTARY SCHOO	<b>D</b> L						
0105	SALARY - BONUS		55,680.00	-	- -	55,680.00	-	-
0220	FICA (SOCIAL SECURITY)		3,983.47	-	-	3,983.47	-	-
0510	SUPPLIES		1,034.53	-	-	1,034.53	-	-
		TOTALS:	60,698.00	_	-	60,698.00		

E-MATERIAL TO THE TOTAL TO THE		•	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
0641	FORT WALTON BEACH HIGH							
0105	SALARY - BONUS		174,871.18	-	_	174,871.18	-	
0220	FICA (SOCIAL SECURITY)		11,704.44	_	·	11,704.44	· ·	
0510	SUPPLIES		1,673.22	771.55	_	-	901.67	53.80
0997	RESERVES - PROJECTS		1.16	- 1	-	-	1.16	100.00
		TOTALS:	188,250.00	771.55	-	186,575.62	902.83	0.48
0651	BRUNER MIDDLE SCHOOL							
0105	SALARY - BONUS		77,110.00	-	-	77,110.00	-	
0220	FICA (SOCIAL SECURITY)		4,932.38	-	-	4,932.38	· -	
0370	POSTAGE/SHIPPING/TELEGRAM		509.07	-	-	-	509.07	100.00
0510	SUPPLIES		10,466.55	-	-	1,135.42	9,331.13	89.10
0610	LIBRARY BOOKS		500.00	-	-	-	500.00	100.00
0642	EQUIPMENT (UNDER \$1000)		5,000.00	<u>-</u>	-	4,949.00	51.00	1.00
		TOTALS:	98,518.00			88,126.80	10,391.20	10.55
0671	LEWIS MIDDLE SCHOOL							
0105	SALARY - BONUS		51,619.50	<u>.</u> -	-	51,619.50	-	-
0220	FICA (SOCIAL SECURITY)		3,561.07	-	-	3,561.07	-	-
0310	PROFESSIONAL & TECHNICAL SERV		2,300.00	-	-	2,300.00	-	
0510	SUPPLIES		686.46	-	-	672.52	13.94	2.00
0610	LIBRARY BOOKS		1,877.97	· -	-	1,877.97	-	<b>-</b>
		TOTALS:	60,045.00	_	=	60,031.06	13.94	0.02

			BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
0681	LONGWOOD ELEMENTARY S	SCHOOL						
0105	SALARY - BONUS		35,592.20	-	-	35,592.20	-	_
0220			2,544.69	-	-	2,544.69	-	-
0510			178.11	-	-		178.11	100.00
		TOTALS:	38,315.00	_	-	38,136.89	178.11	0.46
0731	WALKER ELEMENTARY							
0105	SALARY - BONUS		61,781.69	-	-	61,781.69	-	_
0220	FICA (SOCIAL SECURITY)		4,580.63	, <b>-</b>	-	4,580.63	-	-
0510	SUPPLIES		145.68	-	-	-	145.68	100.00
		TOTALS:	66,508.00			66,362.32	145.68	0.22
0741	BLUEWATER ELEMENTARY	SCHOOL						
0105	SALARY - BONUS		56,502.55	-	-	56,502.55	-	•
0220	FICA (SOCIAL SECURITY)		4,006.18	-	-	4,006.18	-	
0510	SUPPLIES		7,384.27	-	-	7,384.27	-	
		TOTALS:	67,893.00			67,893.00	_	
0751	ANTIOCH ELEMENTARY							
0105	SALARY - BONUS		73,705.00	-	-	73,705.00	-	-
0220	FICA (SOCIAL SECURITY)		5,100.33	-	-	5,100.33	-	-
0610	LIBRARY BOOKS		558.67	-	-	558.67	-	•
		TOTALS:	79,364.00	-	-	79,364.00	_	-

			BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
0761	DAVIDSON MIDDLE SCHOOL	L ·						
0105	SALARY - BONUS		88,024.15	-	-	88,024.15	-	-
0220	FICA (SOCIAL SECURITY)		6,081.40	<u>-</u>	-	6,081.40	-	-
0510	SUPPLIES		652.45	-	-	646.02	6.43	0.90
		TOTALS:	94,758.00	-	-	94,751.57	6.43	0.01
0105	DESTIN MIDDLE AT REGATS SALARY - BONUS FICA (SOCIAL SECURITY)	IA DA I	63,659.40 4,723.60	<del>.</del>		63,659.40 4,723.60	-	-
0220	FICA (SOCIAL SECURITY)	TOTALS:	4,723.60 <b>68,383.00</b>		-	4,723.60 <b>68,383.00</b>	_	
9818	NORTHWEST FL BALLET AC	-						
0105	SALARY - BONUS		7,244.71	_	-	7,244.70	0.01	
0220	FICA (SOCIAL SECURITY)		355.29	-	-	355.29	-	-
0510	SUPPLIES		888.00	-	-	-	888.00	100.00
		TOTALS:	8,488.00	-	-	7,599.99	888.01	10.46