



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

FINANCE TAM: 2008-002
CONTACT: Debbie Bruce - Director
Budgeting & Financial Services
TELEPHONE: 833-5827

TO: Selected Principals
FROM: Rita Scallan - Chief Financial Officer
DATE: July 25, 2007
SUBJECT: Distribution of Budgetary and Internal Funds for Consolidated Centers

A handwritten signature in blue ink that reads "Rita Scallan".

Effective fiscal year 2007-2008, Crestview Vocational School, North Okaloosa Institute, and Crestview High School are consolidated. Pre-Kindergarten through fourth grade students who would have attended Oak Hill Elementary will now attend Cherokee Elementary. Students who would have attended fifth grade at Oak Hill Elementary and Cherokee Elementary will attend Lewis Middle School. The distribution of budgetary and internal funds related to the consolidation are as follows:

I. Crestview High (0601), Crestview Vocational School (0602), and North Okaloosa Institute (0604)

Budgetary Funds - 100% of the budgetary carryover funds for Crestview Vocational and North Okaloosa Institute have been transferred to Crestview High School. (North Okaloosa Institute had zero balances in all available budgets; therefore, no funds were transferred.)

Internal Funds - 100% of the Internal funds at Crestview Vocational School will be transferred to Crestview High School. (North Okaloosa Institute does not have Internal funds.) These funds must be placed in accounts that represent their original purposes. Once all funds have been transferred to Crestview High School and all outstanding checks have cleared, the Director - CHOICE will seek School Board permission to close the Crestview Vocational School checking account. Once approval is granted, the account must be closed.

Please see the attached Summary of School Budgetary & Internal Funds – Crestview Vocational (0602) for Fiscal Year 2006-2007.

II. Lewis Middle (0671), Cherokee Elementary (0161), and Oak Hill Elementary (0441)

Budgetary Funds - Budgetary carryover funds remaining at the end of fiscal year 2006-2007 have been distributed based on the Final Fiscal Year 2006-2007 UFTE Count. The available carryover funds for Cherokee Elementary and Oak Hill Elementary were added together to obtain the Total Elementary Carryover funds. This amount was divided by the Total Elementary UFTE (unweighted FTE) to obtain the amount of carryover available per UFTE for discretionary and each project budget. Funds for 100 fifth grade students were transferred to Lewis Middle, and the remaining funds were budgeted at Cherokee Elementary. The following projects will remain entirely at the elementary level: Donation – Other (4009), Lottery – School Recognition (7160), School Maintenance Project (2909), Summer Intensive Studies – SAI Project (6127), and Title I Project (7401).

Please see attached Distribution of School Budgetary Funds – Cherokee Elementary (0161), Oak Hill Elementary (0441), and Lewis Middle School (0671) for details.

Internal Funds – Cherokee Elementary and Oak Hill Elementary have transferred fifth grade account funds to Lewis Middle. Lewis will also receive a distribution of the general/discretionary internal funds from Cherokee and Oak Hill Elementary using the same methodology applied to budgetary funds. Oak Hill Elementary's remaining funds will then be transferred to Cherokee Elementary. Once funds are distributed from Oak Hill Elementary's checking and SBA accounts and all outstanding checks are cleared, Cherokee Elementary School will seek School Board permission to close Oak Hill Elementary's checking account. Once approval is granted, the account must be closed.

Please see attached Distribution of School Internal Funds – Cherokee Elementary (0161), Oak Hill Elementary (0441), and Lewis Middle School (0671) for details.

Should you have any questions or need additional information, please contact Debbie Bruce at 833-5827.

Attachments

cc: Executive Staff
Director – CHOICE
Selected Bookkeepers

SCHOOL DISTRICT OF OKALOOSA COUNTY
SUMMARY OF SCHOOL BUDGETARY & INTERNAL FUNDS
CRESTVIEW HIGH CONSOLIDATION
CRESTVIEW VOCATIONAL SCHOOL (0602)
FISCAL YEAR 2007-2008
JULY 25, 2007

BUDGETARY FUNDS:

PROJECT NAME	CARRYOVER
DISCRETIONARY	\$ 56,710.88
PROJECT 2909 - SCHOOL MAINTENANCE	0.09
PROJECT 3101 - DISCRETIONARY LOTTERY	3,026.62
PROJECT 3105 - INSTR. MATERIALS-TEXTBOOKS	10,362.83
PROJECT 3106 - INSTR. MATERIALS-MEDIA	1,214.27
PROJECT 3109 - INSTR. MATERIALS-SCIENCE	757.50
PROJECT 3112 - SCHOOL ENHANCEMENT TRAINING	1,934.00
PROJECT 3150 - EDUCATIONAL TECHNOLOGY	28.48
PROJECT 3161 - SUPPLEMENTAL ACADEMIC INSTR.	1,741.53
PROJECT 6120 - CSR SECONDARY READING	150.00
PROJECT 7002 - SCHOOL ADVISORY COUNCIL	809.94
GRAND TOTAL - BUDGETARY FUNDS	<u><u>\$ 76,736.14</u></u>

INTERNAL FUNDS:

ACCOUNT	BALANCE
5-0015.00 AUTOMOTIVE	\$ 387.02
5-0025.00 CONSTRUCTION TECHNOLOGY INST.	22.26
5-0029.00 ELECTRICTY WIRING	248.05
5-0045.00 WELDING	20.00
9-0001.00 GENERAL MISC.	770.43
9-0005.00 DISCRETIONARY - PRINCIPAL	2,653.26
9-0009.00 INTEREST INCOME	5.72
GRAND TOTAL - INTERNAL FUNDS	<u><u>\$ 4,106.74</u></u>

NOTE:

Beginning in FY 2007-2008, Crestview Vocational School merged with Crestview High School.

SCHOOL DISTRICT OF OKALOOSA COUNTY
DISTRIBUTION OF SCHOOL BUDGETARY FUNDS
CHEROKEE ELEMENTARY (0161), OAK HILL ELEMENTARY (0441), AND LEWIS MIDDLE (0671)
FISCAL YEAR 2007-2008
JULY 25, 2007

PROJECT NAME	AVAILABLE FY 2006-2007 ELEMENTARY BUDGET CARRYOVER				DISTRIBUTION OF ELEMENTARY BUDGET CARRYOVER			
	OAK HILL	CHEROKEE	TOTAL	AMOUNT OF	INCREASE	(DECREASE)	INCREASE /	
	CARRYOVER	CARRYOVER	ELEMENTARY	CARRYOVER	LEWIS	OAK HILL	CHEROKEE	TOTAL
			CARRYOVER	PER UFTE				
DISCRETIONARY	\$ 398,115.94	\$ 215,458.98	\$ 613,574.92	\$ 734.58	73,458.00	(398,115.94)	324,657.94	-
PROJECT 2909 - SCHOOL MAINTENANCE	-	165.90	165.90	N/A	-	-	-	-
PROJECT 3001 - ESE GUARANTEE - GIFTED	10.53	1,633.87	1,644.40	1.97	197.00	(10.53)	(186.47)	-
PROJECT 3101 - DISCRETIONARY LOTTERY	689.39	748.00	1,437.39	1.72	172.00	(689.39)	517.39	-
PROJECT 3105 - INSTR. MATERIALS-TEXTBOOKS	3,706.57	438.32	4,144.89	4.96	496.00	(3,706.57)	3,210.57	-
PROJECT 3106 - INSTR. MATERIALS-MEDIA	476.27	225.79	702.06	0.84	84.00	(476.27)	392.27	-
PROJECT 3109 - INSTR. MATERIALS-SCIENCE	79.68	-	79.68	0.10	10.00	(79.68)	69.68	-
PROJECT 3112 - SCHOOL ENHANCEMENT TRAINING	-	14.33	14.33	0.02	2.00	-	(2.00)	-
PROJECT 3150 - EDUCATIONAL TECHNOLOGY	-	811.65	811.65	0.97	97.00	-	(97.00)	-
PROJECT 3161 - SUPPLEMENTAL ACADEMIC INSTR.	25,255.08	1,010.44	26,265.52	31.45	3,145.00	(25,255.08)	22,110.08	-
PROJECT 4009 - DONATION-ART EDUC. (TARGET)	570.71	-	570.71	N/A	-	(570.71)	570.71	-
PROJECT 5126 - CLASS SIZE RED. EQUALIZATION	360.00	-	360.00	0.43	43.00	(360.00)	317.00	-
PROJECT 6127 - SUMMER INTENSIVE STUDIES-SAI	-	24,400.00	24,400.00	N/A	-	-	-	-
PROJECT 7160 - LOTTERY-SCHOOL RECOGNITION	207.68	-	207.68	N/A	-	(207.68)	207.68	-
PROJECT 7401 - TITLE I	-	304.44	304.44	N/A	-	-	-	-
GRAND TOTAL	\$ 429,471.85	\$ 245,211.72	\$ 674,683.57	\$ 777.04	\$ 77,704.00	\$ (429,471.85)	\$ 351,767.85	\$ -

NOTES:

- Beginning in FY 2007-2008, Oak Hill Elementary will be consolidated into Cherokee Elementary. Students in pre-kindergarten through 4th grade will attend Cherokee Elementary. Students in 5th grade will attend Lewis Middle. Carryover funds are being distributed accordingly.
- The available carryover funds for Cherokee and Oak Hill Elementary were added to create a Total Elementary Carryover.
- The Total Elementary Carryover was then divided by the Total Elementary UFTE to obtain the amount available per unweighted FTE. (Example - \$613,574.92 / 835.27 = \$734.58)
- Lewis Middle will receive funds based on an estimated 100 students which transferred to Lewis. The remaining funds will be transferred to Cherokee Elementary.
- Calculation of UFTE:

Cherokee UFTE per Final 2006-2007 FTE Count	360.11
Oak Hill UFTE per Final 2006-2007 FTE Count	475.16
Total Elementary UFTE	<u>835.27</u>

SCHOOL DISTRICT OF OKALOOSA COUNTY
DISTRIBUTION OF SCHOOL INTERNAL FUNDS
CHEROKEE ELEMENTARY (0161), OAK HILL ELEMENTARY (0441), AND LEWIS MIDDLE (0671)
FISCAL YEAR 2007-2008
JULY 25, 2007

ACCOUNT	AVAILABLE FY 2006-2007 ELEMENTARY FUNDS				DISTRIBUTION OF FUNDS			
	OAK HILL AVAILABLE	CHEROKEE AVAILABLE	TOTAL ELEMENTARY AVAILABLE	AMOUNT PER UFTE	(DECREASE)	INCREASE	INCREASE / (DECREASE)	TOTAL
			OAK HILL	LEWIS	CHEROKEE			
GENERAL	\$ 42,917.15	\$ 21,539.37	\$ 64,456.52	\$ 77.17	(42,917.15)	7,717.00	35,200.15	-
BUSINESS PARTNERS (GENERAL)	5,365.46	-	5,365.46	6.42	(5,365.46)	642.00	4,723.46	-
PRINCIPAL'S DISCRETIONARY	29,440.61	869.30	30,309.91	36.29	(29,440.61)	3,629.00	25,811.61	-
GRAND TOTAL	<u>\$ 77,723.22</u>	<u>\$ 22,408.67</u>	<u>\$ 100,131.89</u>	<u>\$ 119.88</u>	<u>\$ (77,723.22)</u>	<u>\$ 11,988.00</u>	<u>\$ 65,735.22</u>	<u>\$ -</u>

NOTES:

1. Cherokee UFTE per Final 2006-2007 FTE Count 360.11
 Oak Hill UFTE per Final 2006-2007 FTE Count 475.16
 Total Elementary UFTE 835.27
2. Projected FY 2008 UFTE (5th Grade) moving from elementary to Lewis Middle. 100.00
3. Oak Hill Elementary Internal Funds for 5th grade in the amount of \$1,456.53 were sent to Lewis Middle on 6/11/07.
4. Cherokee Elementary internal funds for 5th grade in the amount of \$42.77 were sent to Lewis Middle on 6/6/07.
5. All other internal funds at Oak Hill Elementary will be transferred to Cherokee Elementary.