



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

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FINANCE TAM: 2009-003  
CONTACT: Melissa Jones, Director - Accounting  
TELEPHONE: 833-5832

TO: All Principals and Department Heads  
FROM: Rita Scallan, Chief Financial Officer  
DATE: July 9, 2008  
SUBJECT: Month End Closing Deadlines

Finance receives various requests throughout the year for financial information related to schools and the district as a whole.

In order for the Finance Department to provide reports that contain current accurate data, the following schedule has been established. It is imperative that you adhere to the due dates when submitting deposits, transfers of expenditure forms and processing budget amendments related to the prior month.

<u>Month's Activity</u>	<u>Due to Finance</u>
July 2008	08/04/2008
August 2008	09/04/2008
September 2008	10/03/2008
October 2008	11/05/2008
November 2008	12/04/2008
December 2008	01/07/2008
January 2009	02/03/2009
February 2009	03/03/2009
March 2009	04/07/2009
April 2009	05/04/2009
May 2009	06/02/2009
June 2009	07/09/2009

We appreciate all of your hard work and your willingness to assist in meeting these deadlines, especially in the months with limited processing time.

C: Executive Staff Members  
Bookkeepers – Internal and Budget