



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

FINANCE TAM: 2009-020

CONTACT: Julie Perry, Budget Analyst
Budgeting & Financial Services

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TO: School Principals and Department Heads
FROM: Debbie Bruce, Director – Budgeting & Financial Services
DATE: December 1, 2008
SUBJECT: Budget Amendment – Salary Objects

Good News! In an effort to reduce paperwork, the AS400 has been updated to allow entry of budget amendments on Screen F607 for the following salary objects:

- Object 0102 – Other Compensation
- Object 0105 – Salary – Bonus
- Object 0117 – Workshops
- Object 0210 – Retirement
- Object 0220 – FICA
- Object 0375 – Cell Phone Stipends

Salary object budget amendments should be entered using the following procedures:

- The budget amendment will be entered on the F607 screen in the same manner currently used for regular budget amendments.
- The appropriate benefits must be included:
 - Other Compensation (0102) – Include Retirement (0210 – 9.85%) and FICA (0220 – 7.65%)
 - Bonus (0105) – Include FICA (0220 – 7.65%)
 - Workshops (0117) – Include FICA (0220 – 7.65%)
 - Cell Phone Stipends (0375) – Include FICA (0220 – 7.65%)
- The budget amendment will be “red-lined,” and the system will not allow the budget amendment to be posted.
- **Budget amendments for salary objects must be entered by 2:00 p.m. each day.**
- At 2:00 p.m., Budgeting and Financial Services personnel will review budget amendments online, make any necessary corrections, and Post the budget amendment.
- Budget amendments entered after 2:00 p.m. will be deleted to avoid automatic posting by the system.
- Positions will continue to be purchased through OASIS.

Should you have any questions or need additional information, please contact Julie Perry, Budget Analyst, at 833-5850.

cc: Executive Staff
Budget Bookkeepers