



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

FINANCE TAM: 2010-012

**CONTACT: Alice Shannon, Accountant
Accounting & Financial Reporting**

TELEPHONE: 833-5832

TO: Selected Principals

**FROM: Melissa O'Malley, Director
Accounting & Financial Reporting**

A handwritten signature in black ink, appearing to be "M. O'Malley", enclosed in a hand-drawn oval.

DATE: September 21, 2009

**SUBJECT: Child Care Review
Fiscal Year 2008-2009**

The Accounting and Financial Reporting Department will be conducting their annual Child Care Review at your school. This review will cover your child care program's financial records for fiscal year 2008-2009.

Alice Shannon will be contacting your Child Care Coordinator to schedule a date and time for your school's review. Please provide her a quiet place to work as well as easy access to your 2008-2009 records. She will be at your school approximately four hours.

Should you have any questions or need additional information, please contact Alice Shannon at 833-5832.

Cc: Executive Staff
Child Care Coordinators