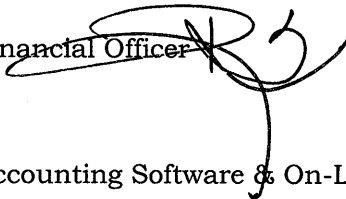




**SCHOOL DISTRICT OF OKALOOSA COUNTY  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE**

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FINANCE TAM: 2011-001  
CONTACT: Julie Perry, Specialist  
Budgeting & Financial Services  
TELEPHONE: 833-5850

TO: School Principals  
FROM: Rita R. Scallan, Chief Financial Officer   
DATE: July 9, 2010  
SUBJECT: Internal Funds – New Accounting Software & On-Line Payment Software

***Important Dates:***

Check Orders Due by Monday, July 12  
Bookkeepers Sign-Up for On-Line Payment Training by Wednesday, July 14  
Bookkeepers Set Up Internal Funds Accounts by Wednesday, July 21

At the meeting on June 28, 2010, the School Board approved a new web-based accounting software (*SchoolFunds Online*) and a new web-based on-line payment software (*On-Line School Payments*) for internal funds. We are very pleased to be able to begin offering parents an additional method of payment for their internal funds related activities. In addition, payments made on-line will mean less money for teachers to collect and less money for bookkeepers to receive and deposit. As an added bonus, the on-line payment software will post the receipts directly to the new accounting software automatically.

**On-Line School Payments (On-Line Payment Software)**

*On-Line School Payments* will accept Visa credit cards, Visa debit/check cards, MasterCard credit cards, and MasterCard debit/check cards. Individuals wishing to make payments via *On-Line School Payments* will be charged a 3.50% convenience fee. Please notify parents about this new service in your newsletter and on your website. Recommended wording for the notification is shown below. You will receive a link to *On-Line School Payments*; this link should be posted on your school's website.

We are pleased to be able to offer an additional method of payment for your student's expenditures. Okaloosa Schools are now able to accept payments using Visa credit cards, Visa debit/check cards, MasterCard credit cards, and MasterCard debit/check cards through *On-Line School Payments*, which may be accessed through our school website. In order to offer this service, the company charges a convenience fee of 3.50%. For example, if you are making a \$10.00 payment, your convenience fee would be \$0.35. If you do not wish to incur a convenience fee, you may continue making check and/or cash payments at your school.

Training for *On-Line School Payments* will be done in the form of internet meetings with the company. Each bookkeeper should sign up for one of the following time slots by sending an e-mail to Julie Perry no later than Wednesday, July 14, 2010. The training will take 60 to 90 minutes, and each time slot will accommodate a maximum of five people.

Monday, July 19 – 9:00 a.m.  
Monday, July 19 – 1:00 p.m.  
Wednesday, July 21 – 9:00 a.m.  
Wednesday, July 21 – 1:00 p.m.

Thursday, July 22 – 9:00 a.m.  
Thursday, July 22 – 1:00 p.m.  
Friday, July 23 – 9:00 a.m.

### **SchoolFunds Online (Accounting Software)**

Schools will continue to use *Manatee* internal funds software in July. Once *Manatee* is closed for the year, bookkeepers will be asked to enter their accounts with June 30, 2010, balances into the *SchoolFunds Online* software. The accounts must be set-up no later than Wednesday, July 21, 2010.

Training for the internal funds bookkeepers will be held in the Computer Lab in Niceville. The Computer Lab is in the same building as Transportation and Food Service. Training will be from 7:45 a.m. to 3:45 p.m. with a one hour break for lunch. The dates are:

Monday, July 26 – Middle Schools, High Schools, and K-12 Schools

Wednesday, July 28 – Elementary Schools

At the training, bookkeepers will enter any *Manatee* July transactions into *SchoolFunds Online* and begin using the new software immediately. Please note that the new software will require new checks. A check order form will be e-mailed to schools and must be returned to Finance by courier or fax no later than Monday, July 12, 2010. This will enable you to have your checks in hand for training and subsequent implementation.

### **Collecting Funds Through On-Line School Payments**

In order to accept payments on-line, the sponsor of the activity must fill out an On-Line Activity Request Form (see attached). Once the bookkeeper receives the form, she will enter the activity into the on-line system and file the form in a folder or notebook for on-line activities. The software will notify the sponsor by e-mail when the activity is on-line, when changes are made to the activity, and when the activity has been purchased. Sponsors may also log-in to the *On-Line School Payments* website and print reports of payments for their activities.

### **Depositing Funds Collected Through On-Line School Payments**

Payments received through *On-Line School Payments* will be automatically deposited in each school's bank account on the 1<sup>st</sup>, 10<sup>th</sup>, and 20<sup>th</sup> of each month. The bookkeeper will receive an e-mail when the deposit statement has been made available. This deposit statement serves as the "Monies Collected Form" for these collections. The bookkeeper will initiate the automatic posting to the *SchoolFunds Online* accounting software and compare the *On-Line School Payments* deposit statement to the *SchoolFunds Online* deposit statement to verify accuracy. The bookkeeper will then provide a copy of the deposit statements to the sponsors of the applicable activities for their records. The sponsors should retain the deposit statements and compare them to their monthly account statement.

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

## School District of Okaloosa County On-Line Activity Set-Up Form

**REQUIRED FIELDS:**

<b>Activity Name:</b>	
<b>Activity Description:</b>	
<b>Sponsor/Teacher E-mail Address:</b>	@mail.okaloosa.k12.fl.us
<b>Sponsor/Teacher Last Name:</b>	
<b>Sponsor/Teacher First Name:</b>	
<b>Date to Go Online for Sale:</b>	
<b>Date to Go Offline for Sale:</b>	
<b>Price:</b>	\$
<b>Account Name:</b>	
<b>Sub-Account, if applicable:</b>	
<b>Grade Level:</b>	<input type="checkbox"/> All <input type="checkbox"/> N/A <input type="checkbox"/> K <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> 7th <input type="checkbox"/> 8th <input type="checkbox"/> 9th <input type="checkbox"/> 10th <input type="checkbox"/> 11th <input type="checkbox"/> 12th

**OPTIONAL FIELDS:**

<b>Date Activity Starts:</b>	
<b>Course/Class:</b>	

<b>Date Submitted:</b>	
<b>Signature of Sponsor/Teacher:</b>	

**BOOKKEEPER USE ONLY:**

<b>Date Entered On-Line:</b>	
<b>Fund Account Number:</b>	