



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

FINANCE TAM: 2011-003
CONTACT: Julie Perry, Specialist
Budgeting & Financial Services
TELEPHONE: 833-5850

TO: Mr. Mike Fantaski, Principal, Lewis K-8 School
FROM: Rita Scallan - Chief Financial Officer
DATE: August 4, 2010
SUBJECT: Budget & Internal Funds Consolidation - Valparaiso Elementary and Lewis Middle

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

For fiscal year 2010-2011, Valparaiso Elementary School – Center 0261 and Lewis Middle School – Center 0671 have been consolidated into Lewis K-8 School – Center 0671. As a result, funds from the former Valparaiso Elementary School – Center 0261 are being transferred to Lewis K-8 School – Center 0671.

Please refer to the following information regarding this consolidation:

I. Budgetary Funds

Remaining Discretionary (No Project), ESE Guarantee – Gifted (3001), Lottery – Discretionary Project (3101), Instructional Materials – Textbooks Project (3105), Instructional Materials – Media Project (3106), and Instructional Materials – Science Project (3109), School Enhancement Training (3112), Educational Technology (3150), and SAI – Supplemental Academic Instruction (3161) will be transferred to Lewis K-8 School.

In addition, Workforce (20% School Cost) (0021) and Back to Work With WF Development (0421) funds will be transferred to Lewis K-8 to pay for the Workforce position that was previously purchased by Valparaiso Elementary.

School Maintenance (2909) will remain at Center 0261 to be used for the facilities at the Valparaiso Site.

Please see attached “Valparaiso Elementary & Lewis Middle Consolidation – Budgetary Funds to be Transferred from Center 0261 to Center 0671” for details.

II. Internal Funds

Any funds remaining in Valparaiso Elementary internal funds will be transferred to Lewis K-8 School. Funds must be placed in accounts that represent their original purpose. After funds are distributed and all outstanding checks are cleared, Lewis K-8 School will seek School Board approval to close Valparaiso Elementary’s checking account.

Please see attached “Valparaiso Elementary & Lewis Middle School Consolidation – Internal Fund Account” for details.

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

Attachments

cc: Executive Staff
Lewis K-8 Bookkeeper

SCHOOL DISTRICT OF OKALOOSA COUNTY
VALPARAISO ELEMENTARY & LEWIS MIDDLE CONSOLIDATION
BUDGETARY FUNDS TO BE TRANSFERRED FROM CENTER 0261 TO CENTER 0671
FISCAL YEAR 2010-2011
AUGUST 3, 2010

FUND	PROJECT	PROJECT NAME	VALPARAISO BUDGET
1010		\$ 148,284.30
1010	0021	WORKFORCE (20% SCHOOL COST)	366.49
1010	3001	ESE GUARANTEE - GIFTED	4,302.17
1010	3101	LOTTERY -DISCRETIONARY	16,770.92
1010	3105	INSTRUCTIONAL MATERLS-TEXTBOOK	2,492.54
1010	3106	INSTRUCTIONAL MATERIALS-MEDIA	675.35
1010	3109	INSTRUCTIONAL MATER. - SCIENCE	48.12
1010	3112	SCHOOL ENHANCEMENT TRAINING	2,940.80
1010	3150	EDUCATIONAL TECHNOLOGY	417.51
1010	3161	SAI SUPPLEMENTAL ACADEMIC INSTRUCTION	16,017.70
4200	0421	BACK TO WORK WITH WF DEV BD	7,180.51
TOTAL DISTRIBUTED			\$ 199,496.41

SCHOOL DISTRICT OF OKALOOSA COUNTY
VALPARAISO ELEMENTARY & LEWIS MIDDLE SCHOOL CONSOLIDATION
INTERNAL FUND ACCOUNT
FISCAL YEAR 2009-2010
AS OF JUNE 30, 2010

FUND NUMBER	ACCOUNT DESCRIPTION	BALANCE	FUND	TO LEWIS K-8 ACCOUNT
\$ 0010.00	VANGUARD BANK & TRUST CO.	<u>\$ 40,305.38</u>	\$ CHECKING	
1 0101.00	PE/FIELD DAY CONCESSION	\$ 5,379.06	1 PE MAIN ACCOUNT	
2 0201.00	MUSIC	242.80	2 MUSIC MAIN ACCOUNT	
3 0310.00	F/T 1ST	0.08	9 GENERAL	
4 0420.00	PTO - GENERAL	7,263.90	6 PTO MAIN ACCOUNT	
4 0430.00	FACULTY/SOCIAL	11.97	6 FACULTY/SOCIAL	
5 0501.00	ESE DEPARTMENT	1,170.63	5 ESE DEPARTMENT MAIN ACCOUNT	
5 0520.00	MEDIA CENTER/BOOKFAIR	15,206.16	5 MEDIA CENTER MAIN ACCOUNT	
6 0602.00	ACCELERATED READER	834.92	6 ACCELERATED READER	
6 0604.00	FLORIDA BIRDS	191.41	3 4TH GRADE MAIN ACCOUNT	
6 0608.00	KINDERGARTEN/KIWANAS	100.00	3 KINDERGARTEN SUB-ACCOUNT: MAILERS(KIWANS)	
6 0660.00	NURSE SUPPLIES	0.08	9 GENERAL	
9 0901.00	GENERAL MISC.	8,622.90	9 GENERAL	
9 0901.15	INTEREST-INVESTMENT	10.38	9 GENERAL	
9 0903.00	PETTY CASH/COUNTY	1,000.00	6 PETTY CASH	
9 0904.00	PRINCIPAL'S DISCRETIONARY	271.09	9 PRINCIPAL'S DISCRETIONARY	
		<u>\$ 40,305.38</u>		

PER JACKIE POWELL, VALPARAISO BOOKKEEPER, ACCOUNT TITLED "FLORIDA BIRDS" WAS A DONATION FROM A BIRD WILDLIFE SOCIETY TO BE USED AT THE DISCRETION OF THE 4TH GRADE TEACHERS, AND KINDERGARTEN/KIWANAS WAS A DONATION FROM KIWANAS TO PAY FOR MAILERS TO NEW KINDERGARTNERS.