




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

FINANCE TAM: 2011-012

CONTACT: Cindy Harris, Accountant
Budgeting & Financial Service

TELEPHONE: 833-5821

TO: Department Heads

FROM: Rita R. Scallan, Chief Financial Officer 

DATE: September 15, 2010

SUBJECT: Position Verification - Departments

Attached please find your Position Master Detail (RB802) Department Positions By Job Title report. This report lists each position in your department, all fund sources (discretionary budget and projects). ***It is very important this information be verified for accuracy since this data is reported to the Department of Education.*** The Budgeting & Financial Services Department also uses this report to balance your department's positions.

Please verify the following information on the Department Positions By Job Title report:

- Employee Job Title
- Employee Hours
- Employee Funding
- Number of Positions

If any of the above information is *incorrect*, please write the correction(s) on the Department Positions By Job Title report and enter the appropriate transactions on OASIS. Please sign and date the Department Positions By Job Title report on the first page, make a copy for your records, and return the original to Budgeting & Financial Services by October 6, 2010.

We have also included a second report titled "Department Positions By *Project* and Job Title." This report will be helpful when reviewing your positions for a specific project. There is no need to return this report.

Should you have any questions or need additional information, please contact Cindy Harris at 833-5821.

Attachment

C: Executive Staff
Budget Bookkeepers
Human Resources