



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

FINANCE TAM: 2012-011

CONTACT: Cindy Harris, Accountant
Budgeting & Financial Service

TELEPHONE: 833-5821

TO: Department Heads
FROM: Rita R. Scallan, Chief Financial Officer
DATE: September 15, 2011
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 September 30, 2011.**

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