



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

FINANCE TAM: 2013-010

CONTACT: Alice Shannon, Accountant
Accounting & Financial Reporting

TELEPHONE: 833-5832

TO: Selected Principals

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

DATE: September 17, 2012

SUBJECT: Fiscal Year 2011-2012 Child Care Review

The Accounting and Financial Reporting Department will be conducting an annual Child Care Review at your school. This review will cover your child care program's financial records for fiscal year 2011-2012.

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 2011-2012 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