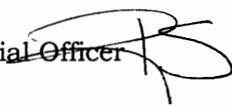




**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2014-001
CONTACT: Julie Perry, Director
Budgeting and Financial Services
TELEPHONE: 833-5850

TO: Elementary Principals
FROM: Rita R. Scallan, Chief Financial Officer 
DATE: July 9, 2013
SUBJECT: Reading Instruction Textbook Allocation – Project 4123

On July 8, 2013, the School Board approved the adoption of Reading textbooks for fiscal year 2013-2014. Once elementary schools purchase Math textbooks for the new school year, their remaining Instructional Materials – Textbook allocations for fiscal year 2013-2014 will not be sufficient to cover the cost of the Reading textbook adoption.

To assist schools in this endeavor, the School Board has approved a one-time allocation from Reading Instruction reserves. This allocation will be placed in Reading Instruction Textbook Allocation – Project 4123 and may only be used to purchase the new Reading textbooks. The attached spreadsheet indicates how the allocation was calculated for each applicable school.

As stated in TAM 2013-025 – Textbook Ordering Procedures – Fiscal Year 2013-2014, textbooks may be ordered at this time using manual purchase orders. It is important that the Reading textbooks be placed on a separate purchase order coded to 1010.5100.0520.Center.4123. In addition to the confirmation document number, the purchase orders must include the description “Reading Textbook Adoption.”

Please note the following revised procedures for all textbook purchase orders placed with Florida School Book Depository:

- In addition to the confirmation document number, we now require a general description of the items being ordered, such as “Reading Textbook Adoption,” “Math Workbooks,” etc.
- Please be sure to code the purchase orders correctly. Only State-Adopted instructional materials may be coded to Object 0520. State-Adopted instructional materials appear in capital letters in the Florida School Book Depository catalog. All other items ordered from Florida School Book Depository would be charged to Object 0510.

Should you have any questions or need additional information, please contact Julie Perry at 833-5850 (Budget) or Vince Windham at 833-5846 (Purchase Orders).

Attachment

School District of Okaloosa County
Reading Instruction Textbook Allocation - Project 4123
Fiscal Year 2013-2014
July 9, 2013

		A	B	C	D	E	F	G	H
Center	School Name	Enrollment FY 2012-2013	Enrollment Projection FY 2013-2014	Textbook Allocation FY 2013-2014	Math Textbook Projected Purchases FY 2013-2014	Available Textbook Allocation FY 2013-2014 After Math Adoption	Projected Cost of Reading Textbook Adoption FY 2013-2014	Projected Available Textbook Allocation FY 2013-2014 After Reading Adoption	Reading Instruction Allocation for Reading Textbook Adoption
						(C + D)		(E + F)	(- G)
0031	Edwins Elementary School	415.00	392.00	\$ 25,019	\$ (11,760)	\$ 13,259	\$ (46,110)	\$ (32,851)	\$ 32,851
0041	Baker School	633.00	663.00	42,372	(19,890)	22,482	(77,987)	(55,505)	55,505
0051	Bob Sikes Elementary School	837.00	825.00	52,686	(24,750)	27,936	(97,042)	(69,106)	69,106
0131	Destin Elementary School	846.00	785.00	50,156	(23,550)	26,606	(92,337)	(65,731)	65,731
0151	Edge Elementary School	545.00	583.00	37,220	(17,490)	19,730	(68,577)	(48,847)	48,847
0161	Eglin Elementary School	456.00	527.00	33,646	(15,810)	17,836	(61,989)	(44,153)	44,153
0201	Laurel Hill School	190.00	179.00	11,440	(5,370)	6,070	(21,055)	(14,985)	14,985
0222	Northwood Elementary School	701.00	706.00	45,105	(21,180)	23,925	(83,045)	(59,120)	59,120
0251	Riverside Elementary School	942.00	937.00	59,854	(28,110)	31,744	(110,217)	(78,473)	78,473
0281	Wright Elementary School	631.00	576.00	36,764	(17,280)	19,484	(67,753)	(48,269)	48,269
0431	Shalimar Elementary School	587.00	580.00	37,053	(17,400)	19,653	(68,224)	(48,571)	48,571
0541	Elliott Pt. Elementary School	595.00	609.00	38,863	(18,270)	20,593	(71,635)	(51,042)	51,042
0561	Mary Esther Elementary School	590.00	603.00	38,513	(18,090)	20,423	(70,929)	(50,506)	50,506
0571	Plew Elementary School	696.00	687.00	43,876	(20,610)	23,266	(80,810)	(57,544)	57,544
0621	Kenwood Elementary School	596.00	614.00	39,221	(18,420)	20,801	(72,223)	(51,422)	51,422
0631	Florosa Elementary School	529.00	517.00	33,047	(15,510)	17,537	(60,813)	(43,276)	43,276
0671	Lewis K-8 School	321.00	265.00	16,936	(7,950)	8,986	(31,171)	(22,185)	22,185
0681	Longwood Elementary School	594.00	548.00	35,005	(16,440)	18,565	(64,460)	(45,895)	45,895
0731	Walker Elementary School	692.00	710.00	45,326	(21,300)	24,026	(83,515)	(59,489)	59,489
0741	Bluewater Elementary School	827.00	800.00	51,088	(24,000)	27,088	(94,102)	(67,014)	67,014
0751	Antioch Elementary School	860.00	838.00	53,517	(25,140)	28,377	(98,572)	(70,195)	70,195
0771	Destin Middle School	80.00	146.00	9,331	(4,380)	4,951	(17,174)	(12,223)	12,223
9818	NWFL Ballet Academie	133.00	112.00	7,158	(3,360)	3,798	(13,174)	(9,376)	9,376
	Total	13,296.00	13,202.00	\$ 843,196	\$ (396,060)	\$ 447,136	\$ (1,552,914)	\$ (1,105,778)	\$ 1,105,778

Notes:

1. On July 8, 2013, the School Board approved the proposal to use Reading Instructional Categorical Reserves in the amount of \$1,105,778 to fully fund the Elementary Textbook Adoption.
2. The FY 2013-2014 textbook allocation was adjusted based on the projected number of elementary students for the following schools:
Lewis K-8 School, Baker School, Destin Middle School, Laurel Hill School, and NWFL Ballet Academie.