



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

FINANCE TAM: 2014-018
CONTACT: Beth Marky, Accountant
Budgeting & Financial Services
TELEPHONE: 833-5827

TO: Selected Principals/Department Heads

FROM: Rita R. Scallan, Chief Financial Officer

DATE: September 25, 2013

SUBJECT: Materials and Supply Stipend

On September 23, 2013, the School Board approved to pay a stipend for materials and supplies to certified Adult Vocational Teachers, Occupational Therapists, Behavior Analysts, Physical Therapists, School Psychologists, Social Workers, and Staffing Specialists.

The attached spreadsheet, "Eligible Positions as of September 1, 2013," indicates the number of eligible personnel at each school and the total allocation received. Our District recognizes full time teachers as those teachers working 4.50 hours or greater. These teachers will receive a stipend in the amount of \$277.00. Teachers who work 3.75 hours to 4.49 will receive a half stipend in the amount of \$138.50. *This is the final allocation for the 2013-2014 School Year.*

Also attached is a spreadsheet entitled "Board Approved Materials & Supply Stipend – Positions Detail." This spreadsheet lists each eligible teacher at your school along with the stipend amount that each teacher should receive.

Schools With Internal Funds Checking Accounts:

1. The attached check made payable to your school is to be deposited into your school's Internal Funds bank account. The deposit will then be entered into the accounting software and coded to account number 6.692.000.
2. The bookkeeper will process and disburse a check to each individual teacher as shown on the "Board Approved Materials & Supply Stipend – Positions Detail" spreadsheet. **These checks must be disbursed no later than October 31, 2013.**
3. When accepting a check, each teacher is required to sign The Materials and Supply Stipend agreement form (see attachment). The teacher agrees to keep all receipts and to spend the funds for the ***sole purpose of purchasing classroom materials and supplies to be used in the instruction of students assigned to them.*** The teacher also agrees to return any unused funds to the school at the end of the school year.

Schools Without Internal Funds Checking Accounts:

1. The attached checks are made payable to each teacher at your school as shown on the "Board Approved Materials & Supply Stipend – Positions Detail" spreadsheet. **These checks must be disbursed no later than October 31, 2013.**
2. When accepting a check, each teacher is required to sign The Materials and Supply Stipend agreement form (see attachment). The teacher agrees to keep all receipts and to spend the funds for the ***sole purpose of purchasing classroom materials and supplies to be used in the instruction of students assigned to them.*** The teacher also agrees to return any unused funds to the school at the end of the school year.

Special Notes for All Schools:

- If a teacher does not spend all of his/her stipend prior to the end of fiscal year 2013-2014, the teacher must return the funds to the school as stated in The Materials and Supply Stipend agreement form. These funds must then be remitted to the School District with a MIS 3218 Cash Transmittal Form prior to June 30, 2014.
- If there are any teachers at your school who are no longer eligible for the Materials and Supply Stipend, those dollars must be returned to the School District with a MIS 3218 Cash Transmittal Form no later than November 30, 2013.

Remember, each teacher on the attached list must receive a check no later than October 31, 2013.

If you have any questions relating to the Materials and Supply Stipend, please call Beth Marky, Accountant, at 833-5827.

Attachment

C: Executive Staff
 OCEA
 Internal Bookkeepers



**Okaloosa County School District
Materials and Supply Stipend**

Date: _____

"I, _____, am employed by Okaloosa County District School Board as a full-time classroom teacher. I acknowledge that the Materials and Supply Stipend funds are appropriated by the School Board for the sole purpose of purchasing classroom materials and supplies to be used in the instruction of students assigned to me. In accepting custody of these funds, I agree to keep receipts for all expenditures for 4 years. I understand that if I do not keep receipts showing these funds were spent to purchase classroom materials and supplies for use with my students, it will be my personal responsibility to pay any federal taxes due on these funds. I also agree to return any unused funds to the district school board at the end of the regular school year at which I was employed at the time of the receipt of the funds."

Signature: _____

School: _____