



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

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FINANCE TAM: 2017-004

CONTACT: Julie Perry, Director  
Budgeting & Financial Services

TELEPHONE: 833-5850

TO: School Principals

FROM: Rita R. Scallan, Chief Financial Officer

DATE: July 21, 2016

SUBJECT: Custodial Services Plan & Utility Allocation

**Custodial Services Plan**

On May 23, 2011, the School Board approved a school custodial services plan which would provide custodial staff and custodial supplies to each school and transfer the responsibility of oversight and management of the custodial program to the district level.

The School Budget Manual for fiscal year 2016-2017 contained a spreadsheet listing the custodial services allocation for each school. These allocations were locked into each school's budget detail form.

Now that the budget files have rolled, each school's budget allocation for custodial services has been moved from 1010.7900.0315.Center to Custodial Services – Project 2011, with the exception of Workforce Development – Project 5110 and Utilities/Custodial – Other – Project 0011. These projects have been pre-charged for custodial services based on their custodial services assessments.

The attached spreadsheet indicates the custodial services square footage and the custodial services allocation amount for each school/project (column D).

**Utility Allocation**

Each school received an allocation for utilities as reflected in the fiscal year 2016-2017 School Budget Manual. The budget files have rolled, and each school's budget allocation for utilities has been moved from 1010.7900.0415.Center to School Utilities – Project 5099.

The following school utilities will continue to be expended through Project 5099:

- Telephone, Including Long Distance
- Water and Sewer
- Garbage
- Recycling
- Natural Gas
- Electricity

Okaloosa Technical College & CHOICE High School will continue to be responsible for 60% of its utilities to be expended through Workforce Development – Project 5110. Bottled Gas expenditures for Laurel Hill heating will be made through Project 5099.

The attached spreadsheet from the School Budget Manual indicates the total conditioned square footage and the utilities allocation for each school.

Should you have any questions or need further assistance, please do not hesitate to contact:

Budgeting Questions – Julie Perry at 833-5850  
Custodial Services Questions – Bill Smith at 689-7158

**The above does not impact the budgets that were  
directly allocated to schools for their use.**

cc: Executive Staff  
School Bookkeepers