



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

FINANCE TAM: 2017-009

CONTACT: Alice Shannon, Financial Analyst
Accounting & Financial Reporting

TELEPHONE: 833-5832

TO: Selected Principals
FROM: Melissa O'Malley, Director
Accounting & Financial Reporting
DATE: September 13, 2016
SUBJECT: Child Care Review
Fiscal Year 2015-2016

The Accounting and Financial Reporting Department will be conducting their annual Child Care Review at your school. This review will cover your child care program's financial records for fiscal year 2015-2016.

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 2015-2016 records. She will be at your school approximately three to four hours.

Should you have any questions or need additional information, please contact Alice Shannon at 833-5832.

Cc: Child Care Coordinators
Julie Perry