



SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE

FINANCE TAM: TAM 2018-015

CONTACT: Alice Shannon, Financial Analyst
Accounting and Financial Reporting

TELEPHONE: 833-5832

TO: School Principals
FROM: Melissa O'Malley, Director
Accounting & Financial Reporting
DATE: September 28, 2017
SUBJECT: Public Depositor's Report

According to Florida Statutes, the School District must file a Public Depositor's Report each November. This report includes the balances of all monetary assets held at the District and at each school as of September 30, 2017. Monetary assets include checking accounts, money market accounts, savings accounts and/or certificates of deposit.

Please send copies of the following documentation to the Finance Department no later than October 13, 2017 (faxed documentation will be accepted if readable):

- Checking, Savings, and/or Money Market account statements as of September 30, 2017 (*front page is sufficient - copies of cleared checks are not needed*)
- Certificates of Deposit with documentation indicating the balance as of September 30, 2017

It is not necessary for schools to document SBA account balance information as this information is available at the District level.

Should you have any questions or need additional information, please contact Alice Shannon at 833-5832. Thank you for your assistance in this matter.

cc: Internal Bookkeepers