




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

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FINANCE TAM: 2018-038  
CONTACTS: Melissa O'Malley, Director  
Kenneth Macdonald, Specialist  
Accounting & Financial Reporting  
TELEPHONE: 833-6310

TO: School Principals  
FROM: Rita R. Scallan, Chief Financial Officer   
DATE: May 7, 2018  
SUBJECT: FY 2016-2017 School Financial Report

**Section 1002.20 F.S. requires the School Financial Report to be included in the student handbook in addition to being distributed to parents.**

Section 1010.215 F.S. requires school districts to report certain financial information in the form of a School Financial Report as part of the Annual School Public Accountability Report. Florida Statute stipulates the content of the report and requires comparative data for each school to the district and to the state.

A significant amount of the data contained in the School Financial Report is derived from information contained in the District's Annual Cost Report. School districts submit their cost report to the Florida Department of Education (DOE) each September for the preceding fiscal year. DOE reviews and compiles district and statewide cost report information during the November through January time period.

The Annual School Report is due January of each year. Unfortunately, due to the above process, DOE is not able to provide school districts with the necessary information required to prepare the School Financial Report at the same time. Consequently, the School District is required to distribute the School Financial Report as an addendum to the Annual School Public Accountability Report.

**The School Financial Reports may be accessed on the District's website as follows:**

- At the bottom of the homepage choose 'Taxpayer Resources'
- Choose 'Audit & Financial Information'
- Choose 'School Financial Reports for FY 2016-2017'
- Print and/or download your school's report

**Please review and distribute the report to the parents and/or guardians of each student at your school. The report must also be included in your school's Fiscal Year 2018-2019 Student Handbook.**

Should you have any questions or need additional information, please call Melissa O'Malley or Kenneth Macdonald at 833-6310.

C: Superintendent  
School Board Members  
Executive Staff Members  
School Budget Bookkeepers