



OKALOOSA COUNTY SCHOOL DISTRICT  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE

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FINANCE TAM: 2020-006

CONTACT: Alice Shannon, Financial Analyst  
Accounting & Financial Reporting

TELEPHONE: 833-5832

EXTENSION: 65832

TO: Selected Principals

FROM: Melissa O'Malley, Director  
Accounting & Financial Reporting

DATE: September 9, 2019

SUBJECT: Child Care Review  
Fiscal Year 2018-2019

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 financial records for fiscal year 2018-2019.

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 2018-2019 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 or extension 65832.

Cc: Child Care Coordinators  
Julie Perry