



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

FINANCE TAM: 2020-011

CONTACT: Cindy Harris, Budget Analyst
Budgeting & Financial Services

TELEPHONE: 833-5827

TO: All Principals

FROM: Rita R. Scallan, Chief Financial Officer

A handwritten signature in black ink, appearing to be "Rita R. Scallan", written over the printed name.

DATE: September 30, 2019

SUBJECT: Internal Funds Review

In an effort to provide additional support to our schools, Cindy Harris will be visiting schools to review their internal funds accounting records and procedures. Cindy will be contacting your School Bookkeeper to schedule a date and time for your school's review. These reviews will be done on an annual and as needed basis.

Should you have any questions or need additional information, please do not hesitate to contact Cindy Harris at 833-5821.

cc: Superintendent
Executive Staff Members
Internal Funds Bookkeepers