



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

FINANCE TAM: 2021-013

CONTACTS: Paula Sadler, Budget Analyst
Jason Lulue, Budget Analyst
Cindy Harris, Budget Analyst
Budgeting & Financial Services

TELEPHONE: 833-5833 (Paula), 833-5828 (Jason), or
833-5821 (Cindy)

TO: School Principals & Department Heads

FROM: Rita R. Scallan, Chief Financial Officer

DATE: January 13, 2021

SUBJECT: Position Verification

Attached please find your Position Master Detail (RB802) *Positions By Job Title* and *Positions By Project and Job Title* reports. ***It is very important this information be verified for accuracy since this data is reported to the Department of Education.*** The Budgeting & Financial Services Department also uses this report to balance your center's positions.

Positions By Job Title Report

This report lists all positions at your center. Please verify the following information for these positions:

- Employee Job Title and Employee Hours
- Number of Positions by Job Title

Positions By Project and Job Title Report – Schools Only

This report lists only the positions at your center that are currently funded through the following specific projects. Please verify that the funding is appropriate for these positions.

- Adult Tuition
- AICE
- AP
- CSR – Secondary Intensive Math
- EBD Alternative Placement
- EBD Initiative
- IB
- IB – Academically Disadvantaged
- IDEA
- Reading (Must be Intensive Reading)
- SAI – Secondary Intensive Reading
- Title I
- Workforce Development

If any information is *incorrect*, please write the correction(s) on the appropriate report and enter the changes on OASIS. **Please sign and date both reports on the first page, make a copy for your records, and return the originals to Budgeting & Financial Services by Friday, February 5, 2021.**

Should you have any questions or need additional information, please contact Paula Sadler at 833-5833, Jason Lulue at 833-5828, or Cindy Harris at 833-5821.

Attachment

cc: Executive Staff
Budget Bookkeepers
Human Resources