



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

FINANCE TAM: 2023-026

CONTACTS: Paula Sadler, Budget Analyst
Beth Marky, Budget Analyst
Suzie Gander, Accountant

Budgeting & Financial Services

TELEPHONE: 833-5833 (Paula), 833-5827 (Beth), or
833-5854 (Suzie)

TO: School Principals & Department Heads

FROM: Julie Perry, Chief Financial Officer

Handwritten signature of Julie A. Perry in blue ink.

DATE: April 3, 2023

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
- IB
- IB – Academically Disadvantaged
- Title I
- Workforce Development

If any information is *incorrect*, please write the correction(s) on the appropriate report and enter the changes in Focus. **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 Wednesday, April 19, 2023.**

Should you have any questions or need additional information, please contact Paula Sadler at 833-5833, Beth Marky (833-5827) or Suzie Gander at 833-5854.

Attachment

cc: Senior Staff
Budget Bookkeepers
Human Resources