



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

FINANCE TAM: 2024-003

CONTACT: Paula Sadler, Budget Analyst
Budgeting & Financial Services

TELEPHONE: 833-5833

TO: School Principals

FROM: Julie Perry, Chief Financial Officer

A handwritten signature in blue ink that reads "Julie A. Perry".

DATE: August 3, 2023

SUBJECT: Advanced Funds for Field Trips – Temporary Allocation

The District is making a temporary allocation to schools with Internal Funds accounts. Funds will be allocated to 1010.78XX.0398.Center.8001. This temporary allocation is an advance that will enable schools to pay for field trips that are to be funded by Internal Funds. Once a field trip has been completed, Internal Funds must be sent to Accounting with a MIS 3218 – Cash Transmittal Form. The funds will be appropriated to Project 8001 – Purchased – Schools – Other. Any field trips not paid for by Internal Funds prior to the end of fiscal year 2023-2024 will be charged to the school's discretionary fund.

The attached spreadsheet, "Advanced Funds for Field Trips – Temporary Allocation," provides a list of the allocations to be made to each school. These funds should be available to the schools on August 3, 2023.

In fiscal year 2022-2023, if a school needed an additional temporary allocation, the District provided those funds to the school. For fiscal year 2023-2024, if a school needs additional funds for a field trip, the school must use its Discretionary funds. Once the trip is complete, the school would send Internal Funds to be appropriated to Project 8001. A Transfer of Expenditure Form would then need to be submitted in order to charge Project 8001 and credit Discretionary.

Included with this memorandum is a sample Field Trip Log that is to be completed throughout the year and turned in to Budgeting by June 30, 2024, as part of the year-end procedures as well as a summary of some helpful reminders for completing field trip requests in Focus. An excel file of the Field Trip Log can be found on the Finance website under Budgeting Additional Information.

If you have any questions relating to the Advanced Funds for Field Trips – Temporary Allocation, please call Paula Sadler, Budget Analyst, at 833-5833.

Attachments

C: Senior Staff
Internal Bookkeeper

SCHOOL DISTRICT OF OKALOOSA COUNTY
ADVANCED FUNDS FOR FIELD TRIPS
FISCAL YEAR 2023-2024
AUGUST 3, 2023

CENTER #	SCHOOL/CENTER NAME	PROJECT 8001 ALLOCATION
0031	EDWINS ELEMENTARY SCHOOL	\$ 3,000.00
0041	BAKER SCHOOL	15,000.00
0051	BOB SIKES ELEMENTARY SCHOOL	3,000.00
0082	MEIGS MIDDLE SCHOOL	5,000.00
0092	SHOAL RIVER MIDDLE SCHOOL	5,000.00
0121	RUCKEL MIDDLE SCHOOL	5,000.00
0131	DESTIN ELEMENTARY SCHOOL	3,000.00
0151	EDGE ELEMENTARY SCHOOL	3,000.00
0161	EGLIN ELEMENTARY SCHOOL	3,000.00
0201	LAUREL HILL SCHOOL	3,000.00
0211	NICEVILLE HIGH SCHOOL	15,000.00
0222	NORTHWOOD ELEMENTARY SCHOOL	3,000.00
0241	SILVER SANDS SCHOOL	2,000.00
0251	RIVERSIDE ELEMENTARY SCHOOL	3,000.00
0271	PRYOR MIDDLE SCHOOL	5,000.00
0281	WRIGHT ELEMENTARY SCHOOL	3,000.00
0431	SHALIMAR ELEMENTARY SCHOOL	3,000.00
0541	ELLIOTT PT. ELEMENTARY SCHOOL	3,000.00
0561	MARY ESTHER ELEMENTARY SCHOOL	3,000.00
0571	PLEW ELEMENTARY SCHOOL	3,000.00
0581	CHOCTAW HIGH SCHOOL	15,000.00
0601	CRESTVIEW HIGH SCHOOL	15,000.00
0621	KENWOOD ELEMENTARY SCHOOL	3,000.00
0631	FLOROSA ELEMENTARY SCHOOL	3,000.00
0641	FT. WALTON BEACH HIGH SCHOOL	15,000.00
0651	BRUNER MIDDLE SCHOOL	5,000.00
0671	LEWIS K-8 SCHOOL	5,000.00
0681	LONGWOOD ELEMENTARY SCHOOL	3,000.00
0701	OKALOOSA TECHNICAL COLLEGE	500.00
0721	OKALOOSA STEM ACADEMY	5,000.00
0731	WALKER ELEMENTARY SCHOOL	3,000.00
0741	BLUEWATER ELEMENTARY SCHOOL	3,000.00
0751	ANTIOCH ELEMENTARY SCHOOL	3,000.00
0761	DAVIDSON MIDDLE SCHOOL	5,000.00
0771	DESTIN MIDDLE SCHOOL	5,000.00
0801	RICHBOURG SCHOOL	2,000.00
0811	SOUTHSIDE SCHOOL	2,000.00
<i>TOTAL ALLOCATION</i>		\$ 183,500.00

Field Trips

When entering a field trip in Focus, there must be an approved MIS 5327 – Student Trip Request form before the bus request can be made. Once there is an approved MIS 5327, the School Bus Request can be entered in Focus. To enter the request, click on Transportation > Field Trip > Field Trip Request. The funding is determined in the Sponsoring Organization field.

- OCSD Transportation North – 1010.7801.0398.0XXX
- OCSD Transportation Central – 1010.7802.0398.0XXX
- OCSD Transportation South – 1010.7803.0398.0XXX
- OCSD Internal Transportation North – 1010.7801.0398.0XXX.8001
- OCSD Internal Transportation Central – 1010.7802.0398.0XXX.8001
- OCSD Internal Transportation South – 1010.7803.0398.0XXX.8001

Funds must be available in these funding strips in order to submit a bus request. Budgeting advances a set amount to Project 8001 for Internal Funds field trips. Internal Funds must be sent in regularly to cover these trips. If funds are not available in Project 8001, the Discretionary budget will need to be used. Any trips not covered by the end of June or a specified date in July will be charged to the school's Discretionary budget.

Reimbursing Field Trips Using Internal Funds

When sending in funds to cover Internal Funds field trips, the following items must be included: MIS 3218 – Cash/Refund Transmittal Form and a copy of the Budget Drilldown from Focus. Please mark the trips being reimbursed. To obtain the Budget Drilldown, please do the following:

- Go to Budgeting/General Ledger > Expenditure/Revenue Report.
- Choose the category type "Expense."
- Do not change the current month and year.
- Click the blue "check/uncheck all" above selected categories.
- Enter Object 0398, your Center number and Project 8001 in the element filters.
- Run the report. The results should show at the bottom of the screen.
- Click on the blue amount in the Expended YTD column for the project you want to see details on. This should display a popup.
- Click on "Download Drilldown PDF". Once you open the file, print the budget drilldown. (It will either popup at the bottom of the screen and you can click on it, or it will be in your downloads folder.)
- Identify which field trips on the sheet are being reimbursed.
- Send in the budget drilldown as your backup.

OCSD Okaloosa County School District

Budgeting/General Ledger | Purchasing

Search...

Budget

- Expenditure/Revenue Report
- Budget Maintenance

DOCUMENTS

Categories

Category Type: Expense | Month: August | Year: 2023 - 2024 | History: 1 year(s)

Sum Expenses
 Include Zero Lines
 Capitalized Objects Only
 Show Descriptions: No Descriptions

Discretionary
 Non-Discretionary

Check/Uncheck All Selected Categories

	Group Level	Subtotal
<input checked="" type="checkbox"/> Fund	◀ 0 ▶	<input type="checkbox"/>
<input checked="" type="checkbox"/> Function	◀ 0 ▶	<input type="checkbox"/>
<input checked="" type="checkbox"/> Object	◀ 0 ▶	<input type="checkbox"/>
<input checked="" type="checkbox"/> Center	◀ 0 ▶	<input type="checkbox"/>
<input checked="" type="checkbox"/> Project	◀ 0 ▶	<input type="checkbox"/>

Element Filters

Fund Function Object Center Project

 0398 0211 8001

Payroll

Only Payroll

Run Control

Default |

Toggle Columns Page Size: 1000

Object	Center	Project	Year	Budgeted	Committed	Encumbered	Expended MTD	Expended YTD
0398	0211	8001	2022 - 2023	35,345.75	0.00	0.00	7,662.00	32,945.25
Page Totals				35,345.75	0.00	0.00	7,662.00	32,945.25
Grand Totals				35,345.75	0.00	0.00	7,662.00	32,945.25

Budget Drilldown

Report: June 2022 - 2023 (1 Year)
Drilldown Year: 2022 - 2023

Elements:
Fund: 1010, Function: 7802, Object: 0398, Center: 0211, Project: 8001, Revenue: N/A, Internal Category: N/A, Internal Acct: N/A, Internal Sub: N/A

Field Trip Request Allocations

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Field Trip	Field Trip #	Date	Amount
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Northwest Florida Symphony Orchestra (NFSO) & Sinfonia Field Trips

Northwest Florida Symphony Orchestra (NFSO) and Sinfonia are different entities. Northwest Florida Symphony Orchestra (NFSO) is funded through the college, and Sinfonia is funded through a private entity. When entering these field trips, use Sinfonia or NFSO in the title of the field trip and use project 8001. Teri Schroeder will contact Kenn and let him know when the trips are taking place and what schools are attending. Kenn will verify that the trips have been completed and send an invoice to receive reimbursement for the trips.

In-County Band Trips

In-county band trips will be entered into Project 8001 or Discretionary. Once the trip is complete, you may request that the trip be paid through Project 4005 – Band Program by doing the following.

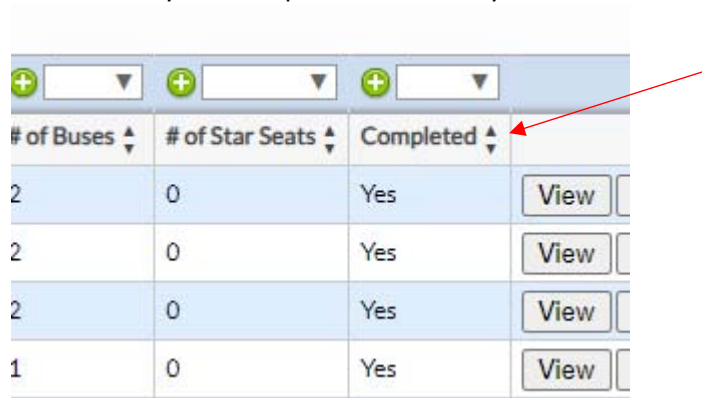
- Complete a Transfer of Expenditure Form to credit Project 8001 or Discretionary and charge Project 4005.
- Attach a copy of your completed field trip paperwork as back up.
- Email the Transfer of Expenditure and backup documentation to Lynda Bush.

Funds will be allocated to cover the expenditure. This applies to in-county band trips only. Chorus is NOT included.

Field Trip Log

A Field Trip Log must be maintained throughout the year and turned in to Budgeting as part of the Internal Funds year-end procedures. The Field Trip Log can be found on the Finance website, under Budgeting Additional Information. The bookkeeper will need to verify Transportation has completed the field trip before sending funds to Accounting. To verify the field trip has been completed, please do the following:

- Go to Transportation
- Choose Field Trip Request
- Choose Field Trip History
- Verify the Completed column says “YES”



# of Buses	# of Star Seats	Completed	
2	0	Yes	View
2	0	Yes	View
2	0	Yes	View
1	0	Yes	View