



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

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FINANCE TAM: 2024-007  
CONTACT: Paula Sadler  
Budget Analyst  
TELEPHONE: 833-5833

TO: School Principals  
FROM: Julie Perry, Chief Financial Officer *Julie A. Perry*  
DATE: August 30, 2023  
SUBJECT: Other Compensation Allocated or Covered By Budgeting

For fiscal year 2023-2024, Budgeting will continue to cover the other compensation expenditures for paraprofessionals working as instructional substitutes and teachers working as instructional substitutes using the school substitute budget. In addition, Budgeting will continue to allocate funds to Project 4162 - Student Training Program based on actual expenditures for paraprofessionals working STP.

To ensure that these expenditures are properly and timely covered by Budgeting, the school must use the exact wording below when entering the information into Payroll:

[Center]-Parapro working as instructional sub  
[Center]-Teacher working as instructional sub/planning period  
[Center]-Parapro working STP  
[Center]-Teachers combining a class  
[Center]-Basic parapro working as ESE parapro  
[Center]-Educational support for state assessments

Example: 0601-Parapro working STP

Budgeting will run reports filtering to that specific wording in order to identify items that Budgeting is to cover. On a monthly basis, the Other Comp/Misc Pay reports for each school will be uploaded to the school's TEAMS folder. The school can review the reports for any items that are mislabeled and should be covered by Budgeting. If any items are identified as needing to be covered by Budgeting, print a copy of the report, highlight the item, correctly label the item, and then email the report to Paula Sadler (central and south schools) or Suzie Gander (north schools).

Should you have any questions or need additional information regarding Other Compensation Allocated or Covered By Budgeting, please contact the following individuals based on school location:

1. North Schools – Suzie Gander at 833-5854
2. Central and South Schools – Paula Sadler 833-5833

cc: Senior Staff  
School Budget Bookkeepers