



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

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FINANCE TAM: 2024-010

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: December 14, 2023

SUBJECT: Position Verification

Attached please find your two Position Master Detail reports: Positions By Job Title and Positions By Project and Job Title. **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 Monday, January 8, 2024.**

Should you have any questions or need additional information, please contact:  
Paula Sadler at 833-5833 regarding central and south schools  
Suzie Gander at 833-5854 regarding north schools, or  
Beth Marky at 833-5827 regarding departments.

Attachment

cc: Senior Staff  
Budget Bookkeepers  
Human Resources