



SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE

FINANCE TAM: TAM 2024-011

CONTACT: Alice Shannon, Financial Analyst
Accounting and Financial Reporting

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EXTENSION: 65832

TO: School Principals
FROM: Melissa O'Malley, Director
Accounting & Financial Reporting
DATE: September 28, 2023
SUBJECT: Public Depositor's Report

According to Florida Statutes, the School District must file a Public Depositor's Report in November each year. This report includes the balances of all monetary assets held at each school as of September 30, 2023. Monetary assets include checking accounts, money market accounts, savings accounts and certificates of deposit.

Please send copies of the following documentation to the Finance Department no later than October 18, 2023.

- The **first page** of Checking, Savings, and Money Market account statements as of September 30, 2023 (*first page is sufficient - copies of cleared checks are not needed*)
- Certificates of Deposit with documentation indicating the balance as of September 30, 2023

Send bank statement copies through courier mail or password protected email due to sensitive bank account information. Faxed documentation will be accepted if readable.

It is not necessary for schools to document SBA account balance information since this information is available at the District level.

Should you have any questions or need additional information, please contact Alice Shannon at 833-5832 or extension 65832. Thank you for your assistance in this matter.

cc: Internal Bookkeepers