



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

FINANCE TAM: 2024-014
CONTACT: Cindy Harris, Budget Analyst
Budgeting & Financial Services
TELEPHONE: 833-5821

TO: Secondary School Principals/Band Directors
FROM: Julie Perry, Chief Financial Officer *Julie A. Perry*
DATE: October 10, 2023
SUBJECT: Band Instrument Replacement Allocation - Project 2393

This year's allocation for Band Instrument Replacement includes an appropriation of \$250,000 to be allocated based on school level and band enrollment.

The attached spreadsheet details this year's allocation. It is divided into two sections:

High Schools & K-12 – High schools and K-12 have been appropriated a portion of \$175,000 based on each school's band enrollment.

Middle Schools – Middle schools have been appropriated a portion of \$75,000 based on each school's band enrollment.

Allocations will be placed in the following funding strip: 3724-7400-0642-Center-2393. Each school will be able to enter requisitions using this funding and may **only** make budget amendments between object 0641 (Band Instrument Priced at \$5,000 or more) and object 0642 (Band Instrument Priced at less than \$5,000). The funds will be available to schools today.

Schools should contact the Purchasing Department regarding the process and procedures required for procurement of band instruments.

Should you have any questions or need additional information, please contact Cindy Harris at 833-5821 regarding budgeting questions or Vince Windham at 833-5846 regarding purchasing questions.

Attachment

cc: Executive Staff
School Bookkeepers
Purchasing – Program Director

School District of Okaloosa County
Capital Outlay Allocation
Project 2393 - Band Instrument Replacement
Fiscal Year 2023-2024
September 29, 2023

Center	School Name	Band Enrollment (Principal verified)	Total Allocation
0082	Meigs Middle School	81	\$ 4,907.00
0092	Shoal River Middle School	240	14,540.00
0121	Ruckel Middle School	188	11,389.00
0271	Pryor Middle School	135	8,179.00
0651	Bruner Middle School	119	7,209.00
0671	Lewis Middle School	110	6,664.00
0761	Davidson Middle School	218	13,207.00
0771	Destin Middle School	147	8,905.00
Sub -Total - Middle Schools		1,238	75,000.00
0041	Baker School	92	17,829.46
0211	Niceville High School	273	52,906.98
0581	Choctawhatchee High School	118	22,868.22
0641	Fort Walton Beach High School	140	27,131.78
0601	Crestview High School	280	54,263.57
Sub -Total - High Schools & K-12		903	175,000.00
TOTAL		2,141	\$ 250,000.00