



SCHOOL DISTRICT OF OKALOOSA COUNTY

TECHNICAL ASSISTANCE MEMORANDUM

FINANCE

FINANCE TAM: 2025-004

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: July 17, 2024

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 2024-2025 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 July 17, 2024.

In fiscal year 2024-2025, the field trip procedure will be the same as 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, 2025, 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 2024-2025
JULY 17, 2024

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 Point 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	Fort Walton Beach High School	15,000.00
0651	Bruner Middle School	5,000.00
0671	Lewis School	5,000.00
0681	Longwood Elementary School	3,000.00
0701	Okaloosa Technical Center	500.00
0721	Okaloosa STEMM 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 Primary School	2,000.00
	Total Allocation	\$ 183,500.00

School Name
Field Trip Log
Fiscal Year 2023-2024

Form to be turned in to Budgeting by 6/30/2024 as part of year-end procedures.

[illegible]

Notes:

1. Internal Funds should be remitted to Accounting as the trips are completed. Doing so allows for Accounting to record payments to your account so that available funds are increased and limits the need to use Discretionary funds.
2. For in-county band trips, charge to P-8001 on field trip request. After the trip is completed, submit a Transfer of Expenditure Form to charge P-4005 and credit P-8001. Include a copy of the field trip request form documenting that it is an in-county band trip. Budgeting will use this form and the supporting documentation to allocate funds to your school's P-4005 account.
3. If funds are not available in P-8001 when field trip request is entered, then trip must be charged to Discretionary. Once trip is complete, submit Internal Funds and Cash Transmittal Form to Accounting. Funds will be appropriated to P-8001. After Internal Funds are remitted, submit a Transfer of Expenditure Form to Budgeting to charge P-8001 and credit Discretionary.
4. Do not remit funds to Accounting until Transportation has completed the trip and finalized the expenditures. Do not remit funds based on Transportation estimates.

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.



Okaloosa County
School District



Budgeting/General Ledger

Purchasing

Budget

Expenditure/Revenue Report

Budget Maintenance

History

LEMENTA

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

☒ Fund	◀ 0 ▶	☐
☒ Function	◀ 0 ▶	☐
☒ Object	◀ 0 ▶	☐
☒ Center	◀ 0 ▶	☐
☒ Project	◀ 0 ▶	☐

Element Filters

Fund	Function	Object	Center	Project
		0398	0211	8001

Account Lookup

Payroll

Only Payroll ☐

Run Control

Default ▼

Run Report

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

Download Drilldown PDF

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

◀ Prev
Page: 1 / 5
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Export
Filter: ON

Field Trip	Field Trip #	Date	Amount

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.

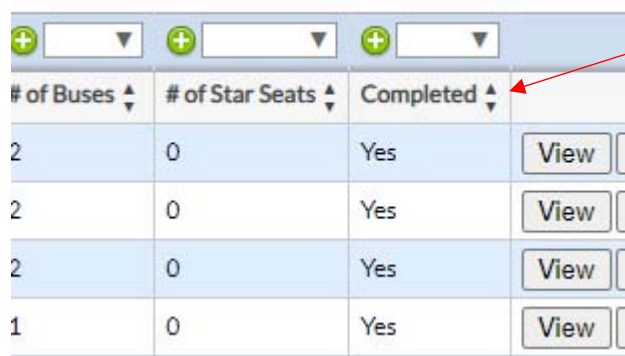
- Complete a Transfer of Expenditure Form to credit Project 8001 or Discretionary and charge Project 4005.
- Attach a copy of your completed field trip paperwork as back up.
- Email the Transfer of Expenditure and backup documentation to Lynda Bush.

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”



The screenshot shows a web-based table with three columns: '# of Buses', '# of Star Seats', and 'Completed'. Each column has a dropdown arrow icon. The 'Completed' column header is highlighted in blue, and a red arrow points to it from the right. Below the header, there are four rows of data. Each row has a 'View' button to its right. The table is set against a light blue background with white text.

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