



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

FINANCE TAM: 2025-011
CONTACT: Suzie Gander, Accountant
Budgeting & Financial Services
TELEPHONE: 833-5854

TO: School Principals
FROM: Julie Perry, Chief Financial Officer *Julie A. Perry*
DATE: September 23, 2024
SUBJECT: Internal Funds Account Verification Procedures – Due October 11, 2024

As part of our ongoing efforts to improve internal controls, each school is being asked to perform Internal Funds account verifications. These verifications will occur every September and February. The bookkeepers are not involved in this verification since they are the ones that set up accounts and tie them to managers.

Below are the procedures for the Internal Funds account verification. Please return the completed verification list no later than Friday, October 11.

- A. Access your school's account verification list using the link provided in the email.
- B. Print a master copy of the list and provide to a designated person, other than the bookkeeper. Please pay extra attention to any cells that are highlighted yellow as these cells require an explanation in the notes section.
- C. Email a copy to all managers asking them to review the list for all accounts for which they are responsible. Each manager should verify that they are able to sign in to School Funds Online and see their account balances and activity.
- D. Request that each manager sign and date in the designated areas next to each of their accounts on the master copy after they have reviewed and verified the emailed list.
- E. Sign and date the last page of the completed master copy.
- F. Email a PDF of the signed master copy to Suzie Gander, suzann.gander@okaloosaschools.com

Should you have any questions or need further assistance, please do not hesitate to contact Suzie Gander at 833-5854.

cc: OCSD Senior Staff