



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

FINANCE TAM: 2025-014

CONTACT: Mary Rivas, Accountant
Accounting & Financial Reporting

TELEPHONE: 850-833-5851

EXTENSION: 65851

TO: Selected Principals

FROM:  Melissa O'Malley, Director
Accounting & Financial Reporting

DATE: September 27, 2024

SUBJECT: Child Care Review
Fiscal Year 2023-2024

The Accounting and Financial Reporting Department will conduct an annual Child Care Review which will include a brief visit to your school's child care area. This review will cover your child care program's financial records for fiscal year 2023-2024.

Mary Rivas will contact your Child Care Coordinator to schedule a date and time for your school's review. This review will include a question and answer survey with the Child Care Coordinator and a brief review of 2023-2024 deposit records and check-in/check-out procedures. The in-depth review of deposit entries will take place in the Accounting Operations office as all entries are scanned and saved and can be accessed easily to check for accuracy.

Should you have any questions or need additional information, please contact Mary Rivas at 850-833-5851 or extension 65851.

Cc: Child Care Coordinators
Cathy Boswell