



SCHOOL DISTRICT OF OKALOOSA COUNTY  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE

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FINANCE TAM: TAM 2025-016

CONTACT: Alice Shannon, Financial Analyst  
Accounting and Financial Reporting

TELEPHONE: 850-833-5832

EXTENSION: 65832

TO: School Principals  
FROM: Melissa O'Malley, Director  
Accounting & Financial Reporting  
DATE: September 30, 2024  
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, 2024. 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 through courier mail or password protected email no later than October 15, 2024:**

- A copy of the first page of Checking, Savings, and Money Market account statements as of September 30, 2024 (*first page with ending balance is sufficient - copies of cleared checks are not needed*)
- Certificates of Deposit with documentation indicating the balance as of September 30, 2024

It is not necessary for schools to document SBA account balance information as 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