



SCHOOL DISTRICT OF OKALOOSA COUNTY

TECHNICAL ASSISTANCE MEMORANDUM

FINANCE

FINANCE TAM: 2025-019

CONTACTS: Paula Sadler, Budget Analyst
Beth Marky, Budget Analyst
Suzie Gander, Accountant

Budgeting & Financial Services

TELEPHONE: 833-5833 (Paula), 833-5827 (Beth), or
833-5854 (Suzie)

TO: School Principals & Department Heads

FROM: Julie Perry, Chief Financial Officer

A handwritten signature in blue ink that reads "Julie A. Perry".

DATE: October 18, 2024

SUBJECT: Position Verification

Attached please find your two Position Master Detail reports: Positions By Job Title and Positions By Project and Job Title. ***It is very important this information be verified for accuracy since this data is reported to the Department of Education.*** The Budgeting & Financial Services Department also uses this report to balance your center's positions.

Positions By Job Title Report

This report lists all positions at your center. Please verify the following information for these positions:

- Employee Job Title and Employee Hours
- Number of Positions by Job Title

Positions By Project and Job Title Report – Schools Only

This report lists only the positions at your center that are currently funded through the following specific projects. Please verify that the funding is appropriate for these positions.

- | | |
|-----------------|-----------------------------------|
| • Adult Tuition | • IB – Academically Disadvantaged |
| • AICE | • Title I |
| • AP | • Workforce Development |
| • IB | |

If any information is *incorrect*, please write the correction(s) on the appropriate report and enter the changes in Focus. **Please sign and date both reports on the first page, make a copy for your records, and return the originals to Budgeting & Financial Services by Monday, November 4, 2024.**

Should you have any questions or need additional information, please contact:

Paula Sadler at 833-5833 regarding central and south schools

Suzie Gander at 833-5854 regarding north schools, or

Beth Marky at 833-5827 regarding departments.

Attachment

cc: Senior Staff
Budget Bookkeepers
Human Resources