



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

---

FINANCE TAM: 2023-011

CONTACT: Alice Shannon, Financial Analyst  
Accounting & Financial Reporting

TELEPHONE: 850-833-5832

EXTENSION: 65832

TO: Selected Principals  
FROM: Melissa O'Malley, Director  
Accounting & Financial Reporting  
DATE: September 28, 2022  
SUBJECT: Child Care Review  
Fiscal Year 2021-2022

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 2021-2022.

Alice Shannon 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 2021-2022 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 Alice Shannon at 850-833-5832 or extension 65832.

Cc: Child Care Coordinators  
Beth Marky