



**SANTA ROSA  
COUNTY  
DISTRICT  
SCHOOLS**

Dr. Karen R. Barber  
Superintendent of  
Schools

Brenda Musca

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TO: Superintendent Barber and School Board Members

DATE: January 11, 2021

FROM: Brenda Musca  
Finance Department

RE: Internal Funds Check Signer Position for Navarre High School

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It is being requested that the position of Bookkeeper Assistant be added as a check signer for the Navarre High School internal funds account. After this addition, the approved check signer positions for this school will be Principal, Assistant Principal, Bookkeeper, Bookkeeper Assistant and Secretary. At any given time there will not be more than 4 authorized check signers listed on the account. Judy Chanley was the Secretary and is now the Bookkeeper Assistant, so adding this position will reflect her change of title. Your approval would be greatly appreciated.

Thank you.

**BOARD MEMBERS**

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