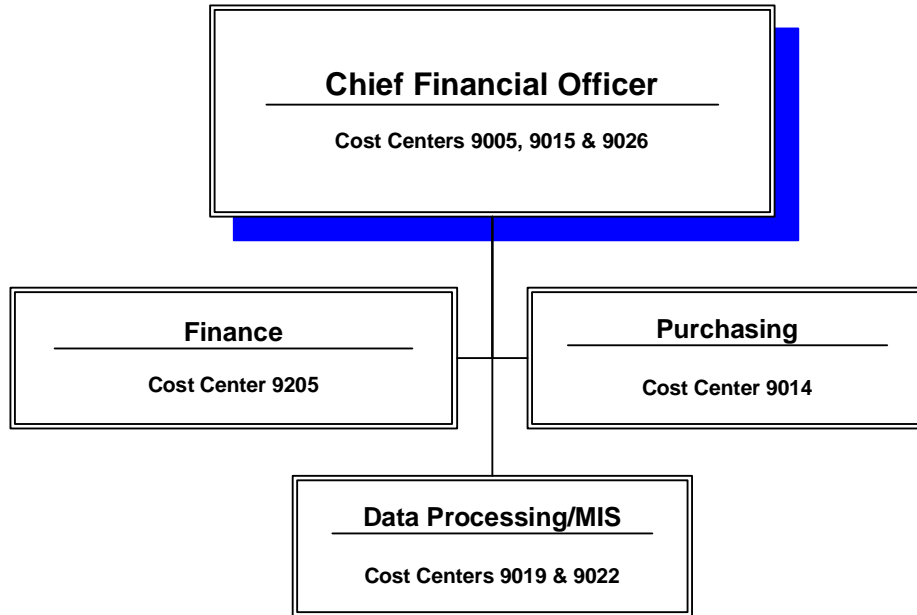
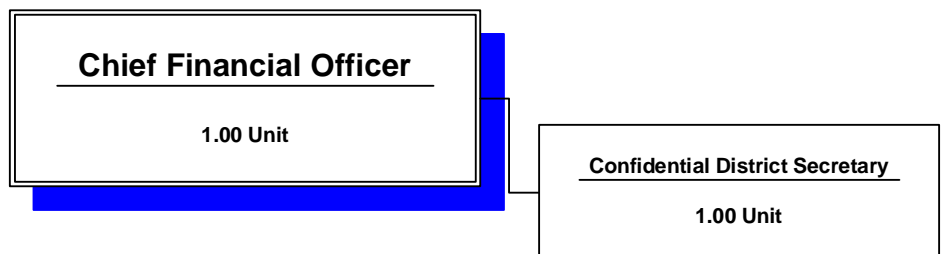




## Organizational Chart



## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2004-2005**

**DEPARTMENT:** Chief Financial Officer

**COST CENTER:** 9005

**COST CENTER DESCRIPTION:**

Direct responsibility for all financial transactions, accounting, budgeting, planning, analysis, and purchasing; administrative oversight for information systems.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
Object Group Number	Object Group Name	Original 2003-2004 Appropriation	2004-2005 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 112,760	\$ 112,773	\$ 13
	Instructional	-	-	-
	Non-Instructional	39,782	41,242	1,460
	<b>Subtotal - Salaries &amp; Benefits</b>	152,542	154,015	1,473
300	<b>Purchased Service</b>	11,950	15,550	3,600
400	<b>Energy Services</b>	-	-	-
500	<b>Materials &amp; Supplies</b>	4,000	3,000	(1,000)
600	<b>Capital Outlay</b>	3,500	3,500	-
700	<b>Other Expenses</b>	965	1,500	535
900	<b>Transfers/Reserves</b>	1,092	1,092	-
	<b>Total Combined Appropriation</b>	\$ 174,049	\$ 178,657	\$ 4,608

<b>STAFFING</b>			
	2003-2004 Recommendation	2004-2005 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	1.00	-
Instructional	-	-	-
Non-Instructional	1.00	1.00	-
<b>Total Staff</b>	2.00	2.00	-

**OTHER INFORMATION:**

The Chief Financial Officer is the approving authority for this cost center.

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 BUDGET ADJUSTMENT SHEET  
 2004-2005

COST CENTER NAME: CHIEF FINANCIAL OFFICER

CENTER NUMBER: 9005

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ	OBJECT NAME/	FUNC		AMOUNT	AMOUNT	PROPOSED FINAL BUDGET
0130	SALARY - OVERTIME PAY Overtime pay for personnel during seasonal & peak work periods such as Budget, Cost Report and Annual Financial Report	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 1,000	\$ -	\$ 1,000
0210	FLORIDA RETIREMENT SYSTEM Retirement for overtime pay	7500	FISCAL SERVICES (FINANCE DEPT)	-	90	90
0220	FICA (SOCIAL SECURITY) FICA for overtime pay	7500	FISCAL SERVICES (FINANCE DEPT)	-	77	77
0330	IN COUNTY TRAVEL Reimburse for travel to meetings and schools	7500	FISCAL SERVICES (FINANCE DEPT)	300	-	300
0331	OUT OF COUNTY TRAVEL Assoc. School Business Officials Fl. School Finance Officers Fl. Education Legislative Liaison (x 3) Various DOE meetings	7500 700 500 400 <u>400</u>	FISCAL SERVICES (FINANCE DEPT)	2,000	-	2,000
0350	REPAIR AND MAINTENANCE Repair and maintenance of various equipment in Chief Financial Officer's area	7500	FISCAL SERVICES (FINANCE DEPT)	500	-	500
0355	COMPUTER REPAIRS Repair and maintenance of laser printer in Finance Office	7500	FISCAL SERVICES (FINANCE DEPT)	750	-	750
0360	LEASE AND RENTAL AGREEMENTS Lease on Xerox copier in Finance Office (upgrade to include scanning capability)	7500	FISCAL SERVICES (FINANCE DEPT)	9,000	-	9,000
0370	POSTAGE AND TELEGRAM Postage for various forms of correspondence, public relations and finance related issues	7500	FISCAL SERVICES (FINANCE DEPT)	400	-	400

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 BUDGET ADJUSTMENT SHEET  
 2004-2005

COST CENTER NAME: CHIEF FINANCIAL OFFICER

CENTER NUMBER: 9005

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ	OBJECT NAME/	FUNC		AMOUNT	AMOUNT	PROPOSED FINAL BUDGET
0372	TELEPHONE MAINTENANCE Repair and maintenance of phone system in Chief Financial Officer's area	7900	OPERATION OF PLANT	600	-	600
0375	CELLULAR TELEPHONE Cellular phone service for CFO	7900	OPERATION OF PLANT	1,000	-	1,000
0390	OTHER PURCHASED SVC-PRINT/COPY Annual Financial Report; DOE Reports; provide financial information to community and schools	7500	FISCAL SERVICES (FINANCE DEPT)	1,000	-	1,000
0510	SUPPLIES Office supplies for Chief Financial Officer and staff	7500	FISCAL SERVICES (FINANCE DEPT)	3,000	-	3,000
0642	EQUIPMENT (UNDER \$750) Desk chairs - CFO and staff	7500	FISCAL SERVICES (FINANCE DEPT)	750	-	750
0644	COMPUTER HARDWARE - (UNDER \$750) Printer, keyboards, and external hard drive	7500	FISCAL SERVICES (FINANCE DEPT)	750	-	750
0692	SOFTWARE (UNDER \$750) Software, including Monarch (\$600 x2), Visio, Adobe Acrobat, various upgrades	7500	FISCAL SERVICES (FINANCE DEPT)	2,000	-	2,000
0730	DUES AND FEES Gov't Finance Officers Assoc Assoc. of School Business Officials CPA Courses Fl. Education Legislative Liaison Fl. School Finance Officers	7500 300 150 1,000 30 20	FISCAL SERVICES (FINANCE DEPT)	1,500	-	1,500
0984	RESERVE-PERFORMANCE PAY	7500	FISCAL SERVICES (FINANCE DEPT)	-	1,092	1,092
	GRAND TOTAL			\$ 24,550	\$ 1,259	\$ 25,809

**OKALOOSA COUNTY SCHOOL DISTRICT  
Department Staffing Summary  
Fiscal Year 2004-2005**

Department Name:	<u>Chief Financial Officer</u>
Cost Center No.:	<u>9005</u>
Project Name:	<u>Regular Operations - Departments</u>
Fund Number :	<u>1010</u>
Project Number:	<u>N/A</u>
Type Funding:	<u>Non-Restricted/Non-Categorical</u>

**Section A**

<b>Current Positions:</b>					
<b>Job Title</b>		<b># of Positions</b>		<b>Average Cost</b>	<b>Total Cost</b>
Chief Financial Officer		1.00			\$ 112,773
District Level Confidential Secretary		1.00			40,075
<b>(A) Total Current Staffing</b>		2.00			\$ 152,848

**Section B**

<b>Approved Additions, Deletions and/or Changes Since Last Fiscal Year</b>					
<b>Job Title</b>	<b>Type*</b>	<b># of Positions</b>		<b>Average Cost</b>	<b>Total Cost</b>
<b>(B) Total Additions, Deletions, Changes and/or Transfers</b>		-			\$ -

**Section C**

<b>Department Total (Section A &amp; B)</b>		2.00			\$ 152,848
---------------------------------------------	--	------	--	--	------------

**\*Note:**  
A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction