

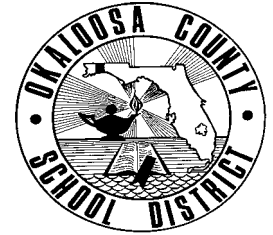
OKALOOSA COUNTY SCHOOL DISTRICT

Department Staffing Chart

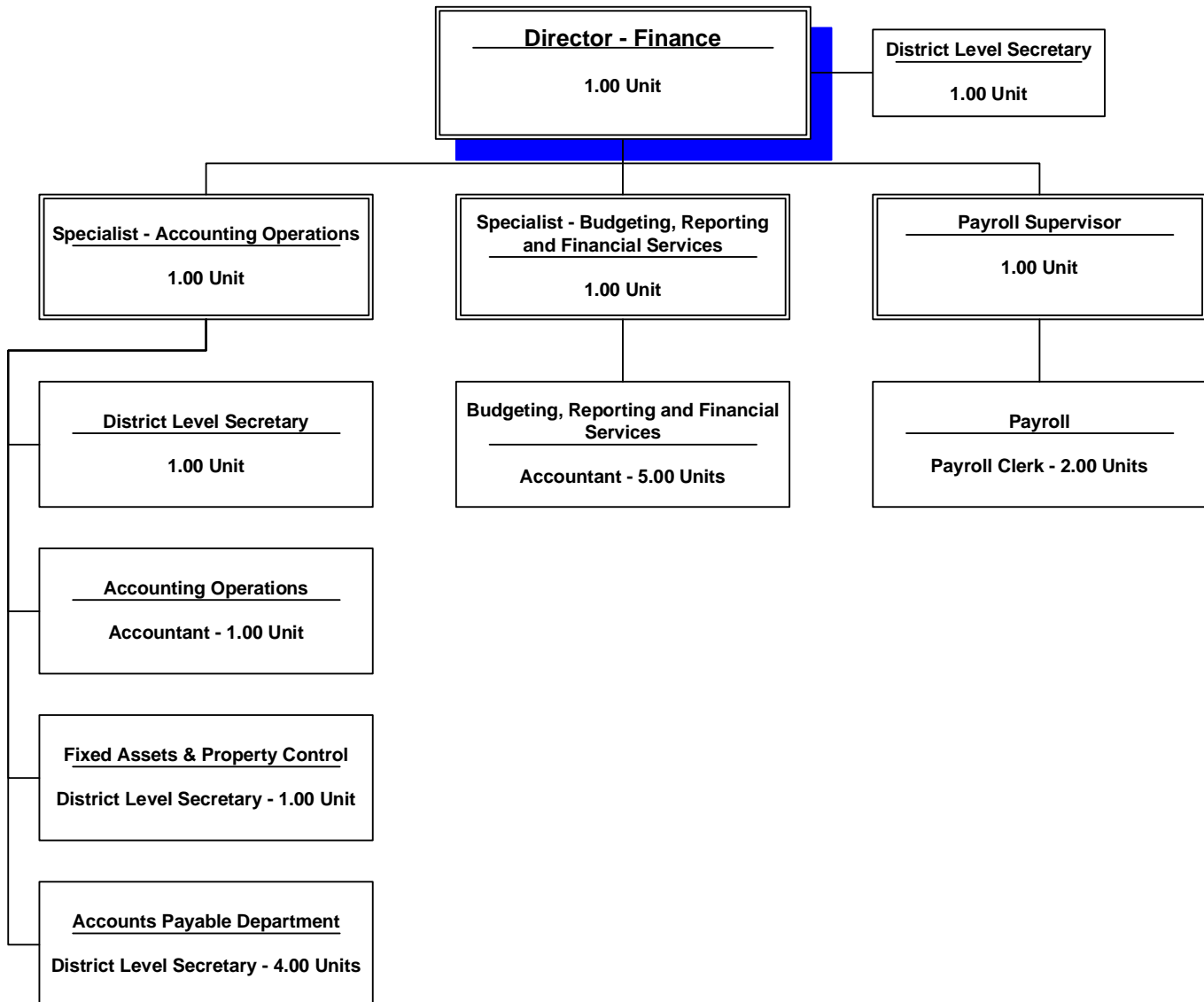
Finance

Cost Center Number: 9205

Fiscal Year 2004-2005



Staffing Chart



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

DEPARTMENT: **Finance**

COST CENTER: **9205**

COST CENTER DESCRIPTION:

Develops district and departmental budgets (operating and capital outlay) in cooperation with department heads, assists principals and others in school budgeting, prepares budget impact analyses, works jointly with Chief Officer-Quality Assurance to oversee performance budgeting. Oversight of District accounting operations in accounts payable, accounts receivable, payroll, school internal funds support, federal/state grants and entitlements accounting and reporting.

FUND SOURCE: Unrestricted - General Operating Fund

APPROPRIATIONS AND STAFFING:

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2003-2004 Appropriation	2004-2005 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 279,393	\$ 293,142	\$ 13,749
	Instructional	-	-	-
	Non-Instructional	654,202	666,894	12,692
	Subtotal - Salaries & Benefits	933,595	960,036	26,441
300	Purchased Service	34,750	38,850	4,100
400	Energy Services	750	900	150
500	Materials & Supplies	16,000	18,000	2,000
600	Capital Outlay	1,750	5,500	3,750
700	Other Expenses	1,000	1,300	300
900	Transfers/Reserves	2,650	2,788	138
	Total Combined Appropriation	\$ 990,495	\$ 1,027,374	\$ 36,879

STAFFING			
	2003-2004 Recommendation	2004-2005 Recommendation	# Increase (Decrease)
Administrative/Managerial	4.00	4.00	-
Instructional	-	-	-
Non-Instructional	15.00	15.00	-
Total Staff	19.00	19.00	-

OTHER INFORMATION:

The Director - Finance is the approving authority for this cost center.

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
2004-2005

COST CENTER NAME: FINANCE

CENTER NUMBER: 9205

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0130	SALARY - OVERTIME PAY Overtime for personnel during seasonal & peak work periods (SAFR, Cost Report, Budget, etc.)	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 18,000	\$ -	\$ 18,000
0210	FLORIDA RETIREMENT SYSTEM Retirement for overtime pay	7500	FISCAL SERVICES (FINANCE DEPT)	1,624	-	1,624
0220	FICA (SOCIAL SECURITY) FICA for overtime pay	7500	FISCAL SERVICES (FINANCE DEPT)	1,377	-	1,377
0310	PROFESSIONAL & TECHNICAL SERVICE AICPA on-site self study workshops and Manatee Software Maintenance	7500	FISCAL SERVICES (FINANCE DEPT)	6,100	-	6,100
0330	IN COUNTY TRAVEL Reimburse for use of personal vehicle	7500	FISCAL SERVICES (FINANCE DEPT)	1,000	-	1,000
0331	OUT OF COUNTY TRAVEL One (1) to attend Association School Business Officials Two (2) to attend Florida Government Finance Officers Various to attend DOE meetings Two (2) to attend TERMS Users Group Two (2) to attend Florida School Finance Officers Conference	7500	FISCAL SERVICES (FINANCE DEPT)	5,600	-	5,600
0350	REPAIR AND MAINTENANCE Maintenance and repair on equipment	7500	FISCAL SERVICES (FINANCE DEPT)	1,500	-	1,500
0354	MAINTENANCE VEHICLE REPAIR Property Control van	7500	FISCAL SERVICES (FINANCE DEPT)	250	-	250
0360	LEASE AND RENTAL AGREEMENTS Lease of copiers for Payroll and Finance	7500	FISCAL SERVICES (FINANCE DEPT)	9,400	-	9,400

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
2004-2005

COST CENTER NAME: FINANCE

CENTER NUMBER: 9205

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0370	POSTAGE AND TELEGRAM Postage for various forms of correspondence and Finance related issues	7500	FISCAL SERVICES (FINANCE DEPT)	6,000	-	6,000
0372	TELEPHONE MAINTENANCE	7900	OPERATION OF PLANT	1,000	-	1,000
0390	OTHER PURCHASED SVC-PRINT/COPY SAFR, DOE Reports, Cost Report, District Summary Budget	7500	FISCAL SERVICES (FINANCE DEPT)	8,000	-	8,000
0450	GASOLINE Property Control Van	7500	FISCAL SERVICES (FINANCE DEPT)	900	-	900
0510	SUPPLIES Office supplies for staff of nineteen (19), Payroll checks, A/P checks	7500	FISCAL SERVICES (FINANCE DEPT)	18,000	-	18,000
0641	EQUIPMENT/FIXED ASSETS (OVER \$750) Office chairs, secretarial chairs, file cabinet and other office equipment	7500	FISCAL SERVICES (FINANCE DEPT)	2,000	-	2,000
0642	EQUIPMENT (UNDER \$750) Miscellaneous equipment, calculators, replace outdated phones	7500	FISCAL SERVICES (FINANCE DEPT)	1,200	-	1,200
0644	COMPUTER HARDWARE - (UNDER \$750) Replace two printers	7500	FISCAL SERVICES (FINANCE DEPT)	800	-	800
0692	SOFTWARE (UNDER \$750) Software upgrade	7500	FISCAL SERVICES (FINANCE DEPT)	1,500	-	1,500
0730	DUES AND FEES ASBO, FGFOA, Finance Officers, GFOA	7500	FISCAL SERVICES (FINANCE DEPT)	1,300	-	1,300
0984	RESERVE-PERFORMANCE PAY	7500	FISCAL SERVICES (FINANCE DEPT)	2,788	-	2,788
	GRAND TOTAL			<u>\$ 88,339</u>	<u>\$ -</u>	<u>\$ 88,339</u>

