

**School District of Okaloosa County**  
**SUMMARY LEVEL PROJECT BUDGETS**  
**FISCAL YEAR 2004-2005**

**PROJECT NAME:** School Food Service

**COST CENTER:** 9008

**PROJECT DESCRIPTION:**

Responsible for all food service operations; responsible for quality, variety and financial performance.

**FUND SOURCE:** Other Special Revenue Fund-Food Service (Fund 5020)

**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	\$ 526,086	\$ 590,159	\$ 64,073
	Instructional	-	-	-
	Non-Instructional	621,262	668,574	47,312
	<b>Subtotal - Salaries &amp; Benefits</b>	1,147,348	1,258,733	111,385
300	Purchased Service	202,860	205,328	2,468
400	Energy Services	112,100	112,600	500
500	Materials & Supplies	324,500	198,371	(126,129)
600	Capital Outlay	105,500	88,500	(17,000)
700	Other Expenses	382,268	501,660	119,392
900	Transfers/Reserves	286,423	-	(286,423)
	<b>Total Combined Appropriation</b>	\$ 2,560,999	\$ 2,365,192	\$ (195,807)

<b>STAFFING</b>			
	2003-2004 Recommendation	2004-2005 Recommendation	# Increase (Decrease)
Administrative/Managerial	13.00	13.00	-
Instructional	-	-	-
Non-Instructional	26.00	26.00	-
<b>Total Staff</b>	39.00	39.00	-

**OTHER INFORMATION:**

The Chief Officer - Education Support Services is the approving authority for this cost center.

SCHOOL DISTRICT OF OKALOOSA COUNTY  
BUDGET ADJUSTMENT SHEET  
2004-2005

COST CENTER NAME: SCHOOL FOOD SERVICE

CENTER NUMBER: 9008

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0102	SALARY - OTHER COMPENSATION Reimburse for Uniforms and Certification	7610	FOOD SERVICES - DEPARTMENT	\$ -	\$ 32,000	\$ 32,000
0103	SALARY - SUPPLEMENTS	7610	FOOD SERVICES - DEPARTMENT	-	2,150	2,150
0210	FLORIDA RETIREMENT SYSTEM Retirement for Other Compensation and Supplements	7610	FOOD SERVICES - DEPARTMENT	-	3,080	3,080
0220	FICA (SOCIAL SECURITY) FICA for Other Compensation, Supplements, and Substitutes	7610	FOOD SERVICES - DEPARTMENT	-	5,077	5,077
0310	PROFESSIONAL & TECHNICAL SERVICE Horizon Training for Titan	7610	FOOD SERVICES - DEPARTMENT	30,000	-	30,000
0330	IN COUNTY TRAVEL Estimated Nutrition Center travel to schools, etc.	7610	FOOD SERVICES - DEPARTMENT	5,000	-	5,000
0331	OUT OF COUNTY TRAVEL Estimated travel to workshops and conferences	7610	FOOD SERVICES - DEPARTMENT	2,500	-	2,500
0350	REPAIR AND MAINTENANCE Estimated repair cost	7610	FOOD SERVICES - DEPARTMENT	40,000	-	40,000
0354	MAINTENANCE VEHICLE REPAIR Estimated cost of maintenance for delivery trucks	7610	FOOD SERVICES - DEPARTMENT	12,000	-	12,000
0357	SUPPORT MANAGED - COMPUTERS Titan support	7610	FOOD SERVICES - DEPARTMENT	28,728	-	28,728
0360	LEASE AND RENTAL AGREEMENTS Computer and copier lease agreements	7610	FOOD SERVICES - DEPARTMENT	17,100	-	17,100

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OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0370	POSTAGE AND TELEGRAM Estimated Nutrition Center postage	7610	FOOD SERVICES - DEPARTMENT	5,000	-	5,000
0371	TELEPHONE Estimated Nutrition Center local phone service	7610	FOOD SERVICES - DEPARTMENT	6,800	-	6,800
0372	TELEPHONE MAINTENANCE Estimated Nutrition Center telephone maintenance	7610	FOOD SERVICES - DEPARTMENT	1,000	-	1,000
0373	TELEPHONE LONG DISTANCE Estimated cost for long distance for Nutrition Center	7610	FOOD SERVICES - DEPARTMENT	5,500	-	5,500
0375	CELLULAR TELEPHONE Estimated cellular telephone for Nutrition Center	7610	FOOD SERVICES - DEPARTMENT	7,500	-	7,500
0381	WATER AND SEWAGE Estimated cost for water and sewage for Nutrition Center	7610	FOOD SERVICES - DEPARTMENT	2,200	-	2,200
0382	GARBAGE Estimated cost for garbage for Nutrition Center	7610	FOOD SERVICES - DEPARTMENT	5,000	-	5,000
0390	OTHER PURCHASED SVC-PRINT/COPY Estimated printing and copying for Nutrition Center	7610	FOOD SERVICES - DEPARTMENT	10,000	-	10,000
0392	SHIPPING CHARGES Estimated commodity shipping charges	7610	FOOD SERVICES - DEPARTMENT	25,000	-	25,000
0393	CONTRACTS-NONPROFESSIONAL SVC Pest control and annual fire inspection for Nutrition Center	7610	FOOD SERVICES - DEPARTMENT	2,000	-	2,000

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OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0410	NATURAL GAS Estimated natural gas for Nutrition Center	7610	FOOD SERVICES - DEPARTMENT	20,400	-	20,400
0430	ELECTRICITY Estimated electricity for Nutrition Center	7610	FOOD SERVICES - DEPARTMENT	80,200	-	80,200
0450	GASOLINE Estimated cost of gasoline for generators	7610	FOOD SERVICES - DEPARTMENT	1,500	-	1,500
0460	DIESEL FUEL Estimated cost of fuel for delivery trucks	7610	FOOD SERVICES - DEPARTMENT	10,500	-	10,500
0510	SUPPLIES Estimated cost of supplies including printer cartridges, paper, etc.	7610	FOOD SERVICES - DEPARTMENT	45,000	71,524	116,524
0540	OIL Estimated cost of oil for delivery trucks	7610	FOOD SERVICES - DEPARTMENT	1,000	-	1,000
0550	REPAIR PARTS Estimated repairs to equipment in Nutrition Center	7610	FOOD SERVICES - DEPARTMENT	1,500	-	1,500
0560	TIRES AND TUBES Estimated cost of tires for delivery trucks	7610	FOOD SERVICES - DEPARTMENT	5,000	-	5,000
0570	FOOD Estimated cost of food to be purchased by the Nutrition Center	7610	FOOD SERVICES - DEPARTMENT	55,230	-	55,230
0572	MILK PURCHASES Estimated cost of dairy products to be purchased by Nutrition Center	7610	FOOD SERVICES - DEPARTMENT	12,900	-	12,900

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OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0590	OTHER MATERIALS AND SUPPLIES Estimated cost of non-food items consisting of trays, etc., delivered from the central warehouse to the cafeteria	7610	FOOD SERVICES - DEPARTMENT	6,217	-	6,217
0641	EQUIPMENT/FIXED ASSETS (OVER \$750) Estimated cost of unanticipated purchases of replacement equipment	7610	FOOD SERVICES - DEPARTMENT	15,000	-	15,000
0642	EQUIPMENT (UNDER \$750) Estimated cost to purchase unanticipated small equipment items	7610	FOOD SERVICES - DEPARTMENT	16,000	-	16,000
0643	COMPUTER HARDWARE- (OVER \$750) Estimated unanticipated cost of computer hardware over \$750	7610	FOOD SERVICES - DEPARTMENT	7,500	-	7,500
0644	COMPUTER HARDWARE - (UNDER \$750) Estimated unanticipated cost of computer hardware under \$750	7610	FOOD SERVICES - DEPARTMENT	1,500	-	1,500
0684	REPLACEMENT ROOFING & SYSTEMS Estimated unanticipated cost of computer drops, etc.	7610	FOOD SERVICES - DEPARTMENT	5,000	-	5,000
0692	SOFTWARE (UNDER \$750) Estimated Windows XP Upgrade and unanticipated cost of software under \$750	7610	FOOD SERVICES - DEPARTMENT	8,500	-	8,500
0693	SOFTWARE SUBSCRIPTIONS Horizon maintenance agreement	7610	FOOD SERVICES - DEPARTMENT	35,000	-	35,000
0710	REDEMPTION OF PRINCIPAL Horizon hardware loan agreement principal	7610	FOOD SERVICES - DEPARTMENT	95,480	-	95,480

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OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0720	INTEREST Horizon hardware loan interest payment	7610	FOOD SERVICES - DEPARTMENT	3,180	-	3,180
0730	DUES AND FEES Estimated Health Department, association dues and fees	7610	FOOD SERVICES - DEPARTMENT	10,000	-	10,000
0750	OTHER PERSONNEL SERVICES (TEMP) Substitutes	7610	FOOD SERVICES - DEPARTMENT	170,000	-	170,000
0791	INDIRECT COST Estimated indirect cost to General Operating Fund	7610	FOOD SERVICES - DEPARTMENT	222,000	-	222,000
0792	STATE SALES TAX Catering state sales tax	7610	FOOD SERVICES - DEPARTMENT	1,000	-	1,000
	GRAND TOTAL			<u>\$ 1,034,935</u>	<u>\$ 113,831</u>	<u>\$ 1,148,766</u>

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

**MIS 3390**

<b>Department Name:</b>	<b>School Food Service</b>
<b>Cost Center No.:</b>	<b>9008</b>
<b>Project Name:</b>	<b>Regular Operations - Departments</b>
<b>Fund Number :</b>	<b>5020</b>
<b>Project Number:</b>	<b>N/A</b>
<b>Type Funding:</b>	<b>Non-Restricted/Non-Categorical</b>

**Section A**

<b>Current Positions:</b>					
<b>Job Title</b>		<b># of Positions</b>		<b>Average Cost</b>	<b>Total Cost</b>
Program Director - Non-Instructional		1.00			79,943
Specialist - Other - 12 Month		1.00			84,323
Central Kitchen Worker - 191 Days - 7.0 Hours		17.00			368,037
District Level Secretary - 12 Month		1.00			35,861
Delivery Personnel - Media/Whse. - 12 Month		5.00			154,186
Plant Operator - 12 Month		1.00			34,119
Central Kitchen Worker - 191 Days - 3.0 Hours		1.00			4,798
Central Kitchen Production Manager -227 Days		1.00			38,463
Quality Control Manager - 227 Days		4.00			181,080
Central Kitchen Supervisor -196 Days		5.00			150,252
Warehouse Manager - 12 Month		1.00			51,061
School Custodian Full Time II - 10 Month		1.00			25,984
<b>Since Last Fiscal Year</b>		<b>39.00</b>			<b>1,208,107</b>

**Section B**

<b>Request for Additions, Deletions and/or Changes</b>					
<b>(attach narrative justification)</b>					
<b>Job Title</b>	<b>Type*</b>	<b># of Positions</b>		<b>Average Cost</b>	<b>Total Cost</b>
Manager-Free & Reduced Program	A	1.00	a		51,703
Manager-Staff Training & Development	A	1.00	a		49,775
Manager-Central Production Facility	A	1.00	a		51,061
Quality Control Manager-227 Days	D	(4.00)	a		(181,080)
Quality Control Manager-227 Days	A	1.00	b		45,270
Delivery Personnel - Media/Whse. - 12 Month	D	(1.00)	c		(30,837)
Delivery Personnel - Media/Whse. - 9 Month	A	1.00	c		34,119
Program Director - Non-Instructional	D	(1.00)	d		(79,943)
Manager - Central Production	D	(1.00)	d		(49,775)
Specialist - Central Production	A	1.00	d		59,013
Specialist - School Site Operations	A	1.00	d		59,013
<b>(B) Total Additions, Deletions and/or Changes</b>		<b>-</b>			<b>8,319</b>

**Section C**

<b>Department Total (Section A &amp; B)</b>	<b>39.00</b>			<b>1,216,426</b>
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- (a) Add one (1) Manager-Free & Reduce Program, one (1) Manager-Central Production Facility, one (1) Manager-Staff Training & Development positions and delete four (4) Quality Control Managers per School Board Meeting on July 28, 2003.
- (b) Add one (1) Quality Control Manager position. Position was eliminated based on School Board approval July 28, 2004 but incumbent salary remained at Quality Control Manager rate.
- (c) Correction to Delivery Personnel - Media/Whse. Position - position has been 9 months since Fiscal Year 2001-2002.
- (d) Reorganization Plan approved by the School Board on May 24, 2004.

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