

OKALOOSA COUNTY SCHOOL DISTRICT

Department Staffing Chart

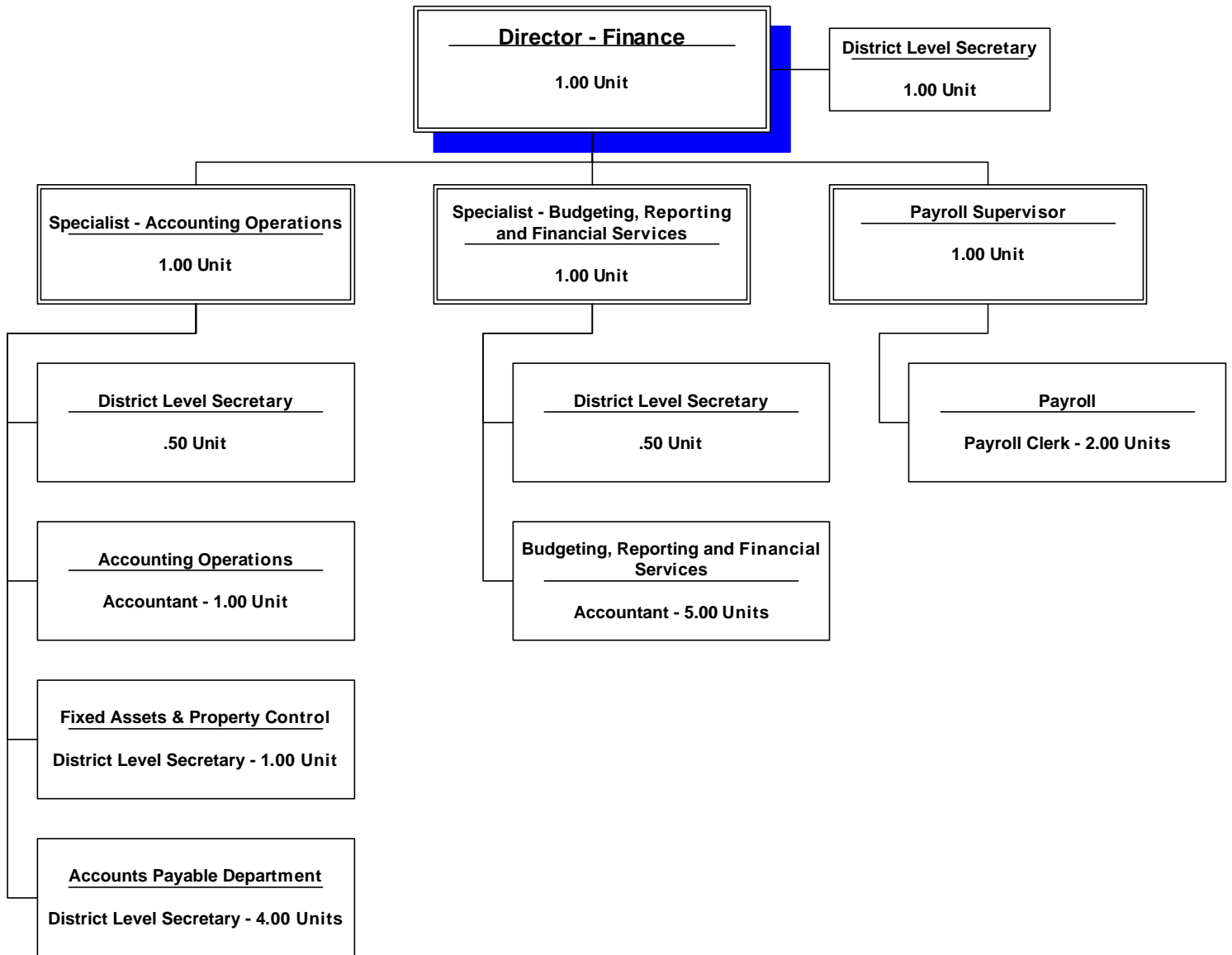
Finance

Cost Center Number: 9205

Fiscal Year 2005-2006



Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT
DISTRICT LEVEL - COST CENTER BUDGETS
FISCAL YEAR 2005-2006**

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 2004-2005 Appropriation	2005-2006 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 293,142	\$ 308,589	\$ 15,447
	Instructional	-	-	-
	Non-Instructional	666,894	694,509	27,615
	Subtotal - Salaries & Benefits	960,036	1,003,098	43,062
300	Purchased Service	38,850	39,625	775
400	Energy Services	900	900	-
500	Materials & Supplies	18,000	18,000	-
600	Capital Outlay	5,500	5,300	(200)
700	Other Expenses	1,300	1,500	200
900	Transfers/Reserves	2,788	2,942	154
	Total Combined Appropriation	\$ 1,027,374	\$ 1,071,365	\$ 43,991

STAFFING			
	2004-2005 Recommendation	2005-2006 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
 FISCAL YEAR 2005-2006

MIS 3176

COST CENTER NAME: FINANCE

CENTER NUMBER: 9205

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0130	SALARY - OVERTIME 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)	1,575		\$ 1,575
0220	FICA (SOCIAL SECURITY) FICA for overtime pay	7500	FISCAL SERVICES (FINANCE DEPT)	1,377		\$ 1,377
0310	PROFESSIONAL & TECHNICAL SERVICE AICPA on-site 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 Florida School Finance Officers Conference	7500	FISCAL SERVICES (FINANCE DEPT)	5,600		\$ 5,600
0350	REPAIR AND MAINTENANCE Maintenance and repair of equipment	7500	FISCAL SERVICES (FINANCE DEPT)	1,500		\$ 1,500
0354	VEHICLE REPAIR/MAINTENANCE Property Control Van	7500	FISCAL SERVICES (FINANCE DEPT)	250		\$ 250
Sub-Total (Page 1 Only)				\$ 35,402	\$ -	\$ 35,402
GRAND TOTAL				\$ 86,277	\$ 2,942	\$ 89,219

SCHOOL DISTRICT OF OKALOOSA COUNTY
 BUDGET ADJUSTMENT SHEET
 FISCAL YEAR 2005-2006

MIS 3176

COST CENTER NAME: FINANCE

CENTER NUMBER: 9205

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0360	LEASE AND RENTAL AGREEMENTS Lease of copiers for Payroll and Finance	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 9,400		\$ 9,400
0370	POSTAGE/SHIPPING/TELEGRAM Postage for various forms of correspondence and Finance related Issues	7500	FISCAL SERVICES (FINANCE DEPT)	6,000		\$ 6,000
0372	TELEPHONE MAINTENANCE Telephone maintenance	7900	OPERATION OF PLANT	1,000		\$ 1,000
0375	CELLULAR TELEPHONE Cellular phone	7500	FISCAL SERVICES (FINANCE DEPT)	775		\$ 775
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 \$1,000) File cabinet and other office equipment	7500	FISCAL SERVICES (FINANCE DEPT)	1,000		\$ 1,000
Sub-Total (Page 2 Only)				\$ 45,075	\$ -	\$ 45,075
GRAND TOTAL				\$ 86,277	\$ 2,942	\$ 89,219

SCHOOL DISTRICT OF OKALOOSA COUNTY
 BUDGET ADJUSTMENT SHEET
 FISCAL YEAR 2005-2006

MIS 3176

COST CENTER NAME: FINANCE

CENTER NUMBER: 9205

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0642	EQUIPMENT (UNDER \$1,000) Office chairs, calculators and other miscellaneous office equipment	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 2,000		\$ 2,000
0644	COMPUTER HARDWARE (UNDER \$1,000) Replace two (2) printers	7500	FISCAL SERVICES (FINANCE DEPT)	800		800
0692	SOFTWARE - NON CAPITALIZED (UNDER \$1,000) Software upgrades	7500	FISCAL SERVICES (FINANCE DEPT)	1,500		1,500
0730	DUES AND FEES ASBO, FGFOA, Finance Officers, GFOA	7500	FISCAL SERVICES (FINANCE DEPT)	1,500		1,500
0984	RESERVE-PERFORMANCE PAY	9890	RESERVES		2,942	2,942
Sub-Total (Page 3 Only)				\$ 5,800	\$ 2,942	\$ 8,742
GRAND TOTAL				\$ 86,277	\$ 2,942	\$ 89,219

OKALOOSA COUNTY SCHOOL DISTRICT
Department Staffing Summary
Fiscal Year 2005-2006

MIS 3390

Department Name: Finance
 Cost Center No.: 9205
 Project Name: Regular Operations - Departments
 Fund Number : 1010
 Project Number: N/A
 Type Funding: Non-Restricted/Non-Categorical

Section A

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
Director, Finance - 12 Month		1.00			\$ 95,285
Accountant - 12 Month		6.00			317,983
District Level Secretary - 12 Month		7.00			263,329
Payroll Clerk - 12 Month		2.00			92,245
Payroll Supervisor - 12 Month		1.00			54,769
Specialist - 12 Month		2.00			158,535
(A) Total Current Staffing		19.00			\$ 982,146

Section B

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

Section C

Department Total (Section A & B)		19.00			\$ 982,146
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*Note:
 A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction