

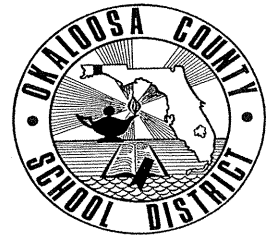
# OKALOOSA COUNTY SCHOOL DISTRICT

## Department Staffing Chart

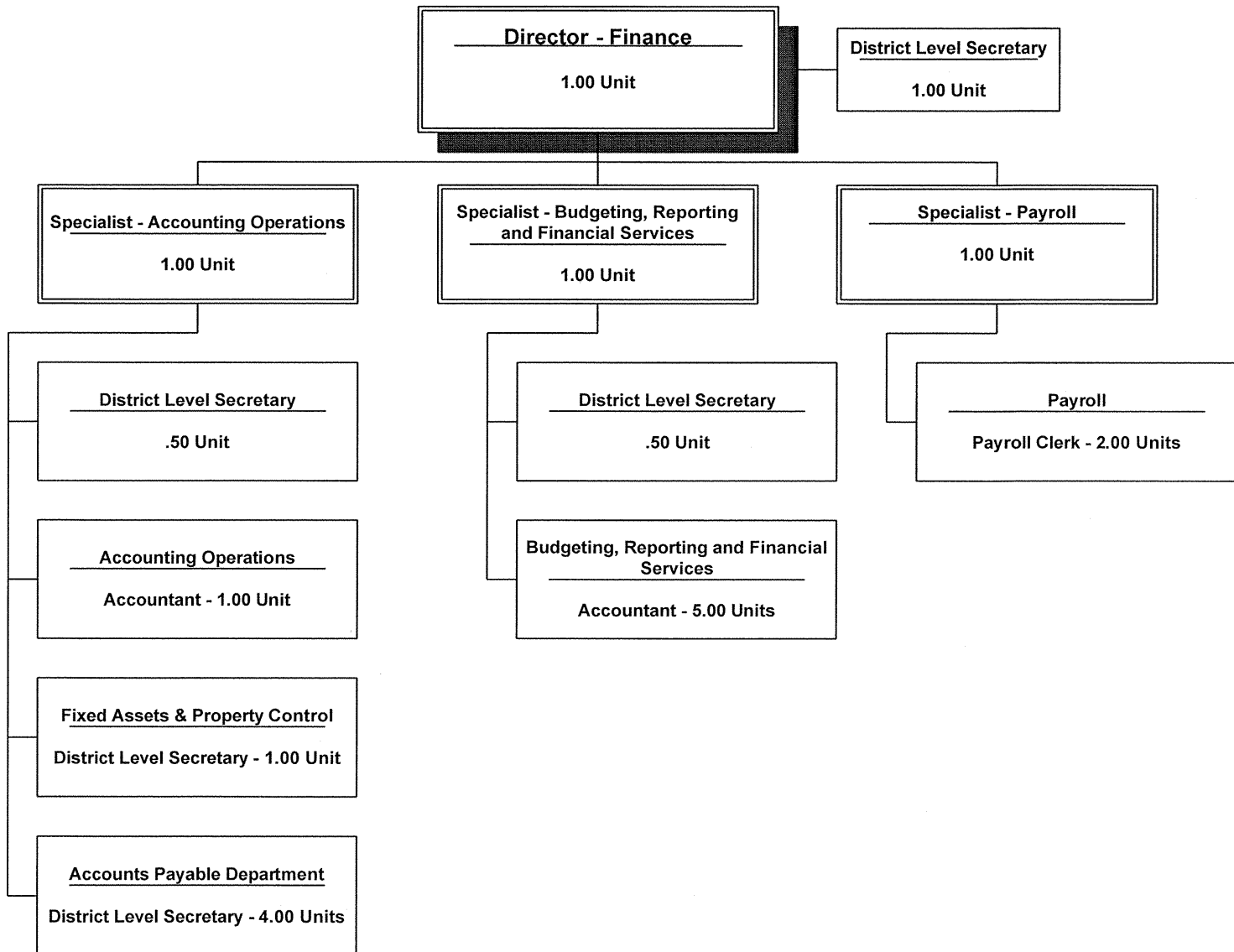
### Finance

Cost Center Number: 9205

Fiscal Year 2006-2007



## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2006-2007**

**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:**

<b>APPROPRIATIONS</b>				
Object Group Number	Object Group Name	Original 2005-2006 Appropriation	2006-2007 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 308,589	\$ 353,097	\$ 44,508
	Instructional	-	-	-
	Non-Instructional	694,509	755,522	61,013
	Subtotal - Salaries & Benefits	1,003,098	1,108,619	105,521
300	Purchased Service	39,625	31,150	(8,475)
400	Energy Services	900	1,000	100
500	Materials & Supplies	18,000	19,000	1,000
600	Capital Outlay	5,300	4,300	(1,000)
700	Other Expenses	1,500	1,500	-
900	Transfers/Reserves	2,942	3,224	282
	<b>Total Combined Appropriation</b>	\$ 1,071,365	\$ 1,168,793	\$ 97,428

<b>STAFFING</b>			
	2005-2006 Recommendation	2006-2007 Recommendation	# Increase (Decrease)
Administrative/Managerial	4.00	4.00	-
Instructional	-	-	-
Non-Instructional	15.00	15.00	-
<b>Total Staff</b>	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 2006-2007

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)	1,769	-	1,769
0220	FICA (SOCIAL SECURITY) FICA for overtime pay	7500	FISCAL SERVICES (FINANCE DEPT)	1,377	-	1,377
0310	PROFESSIONAL & TECHNICAL SERVICE Manatee Software Maintenance	7500	FISCAL SERVICES (FINANCE DEPT)	6,100	(2,000)	4,100
0330	IN COUNTY TRAVEL Reimburse for in county travel to meetings and schools	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 Governmental Finance Officers Various to attend DOE meetings Two (2) to attend Florida School Finance Officers Conference	7500	FISCAL SERVICES (FINANCE DEPT)	5,600	(2,000)	3,600
0350	REPAIR AND MAINTENANCE Maintenance and repair of equipment	7500	FISCAL SERVICES (FINANCE DEPT)	1,500	(500)	1,000
0354	VEHICLE REPAIR/MAINTENANCE Property Control Van	7500	FISCAL SERVICES (FINANCE DEPT)	250		250
Sub-Total (Page 1 Only)				\$ 35,596	\$ (4,500)	\$ 31,096
GRAND TOTAL				\$ 91,795	\$ (10,475)	\$ 81,320

SCHOOL DISTRICT OF OKALOOSA COUNTY  
BUDGET ADJUSTMENT SHEET  
FISCAL YEAR 2006-2007

MIS 3176

COST CENTER NAME: FINANCE  
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9205  
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)	\$ 10,400	\$ (900)	\$ 9,500
0370	POSTAGE AND TELEGRAM Postage for various forms of correspondence and Finance related issues	7500	FISCAL SERVICES (FINANCE DEPT)	6,000	(2,000)	4,000
0372	TELEPHONE MAINTENANCE Telephone maintenance	7900	OPERATION OF PLANT	1,000		1,000
0375	CELLULAR TELEPHONE Cellular phone	7500	FISCAL SERVICES (FINANCE DEPT)	775	(75)	700
0390	OTHER PURCHASED SVC-PRINT/COPY SAFR, DOE reports, Cost Report, District Summary Budget	7500	FISCAL SERVICES (FINANCE DEPT)	8,000	(2,000)	6,000
0450	GASOLINE Property Control Van	7500	FISCAL SERVICES (FINANCE DEPT)	1,000		1,000
0510	SUPPLIES Office supplies for staff of nineteen (19), Payroll checks, A/P checks	7500	FISCAL SERVICES (FINANCE DEPT)	19,000		19,000
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)				\$ 47,175	\$ (4,975)	\$ 42,200
GRAND TOTAL				\$ 91,795	\$ (10,475)	\$ 81,320

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 BUDGET ADJUSTMENT SHEET  
 FISCAL YEAR 2006-2007

MIS 3176

COST CENTER NAME: FINANCE  
 PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9205  
 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 equipment	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 2,000	\$ (1,000)	\$ 1,000
0644	COMPUTER HARDWARE (UNDER \$1,000) Replace printers and other computer hardware	7500	FISCAL SERVICES (FINANCE DEPT)	800		800
0692	SOFTWARE (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	RESERVES - PERFORMANCE PAY	9890	RESERVES	3,224		3,224
Sub-Total (Page 3 Only)				\$ 9,024	\$ (1,000)	\$ 8,024
GRAND TOTAL				\$ 91,795	\$ (10,475)	\$ 81,320

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2006-2007**

MIS 3390

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

**Section A**

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
Director, Finance - 12 Month		1.00			\$ 103,880
Specialist - 12 Month		2.00			173,875
Accountant - 12 Month		6.00			342,057
Payroll Clerk - 12 Month		2.00			97,521
Payroll Manager - 12 Month		1.00			59,434
District Level Secretary - 12 Month		7.00			294,798
<b>(A) Total Current Staffing</b>		19.00			\$ 1,071,565

**Section B**

Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Payroll Manager - 12 Month	C	(1.00)	a		(59,434)
Specialist - Payroll - 12 Month	C	1.00	a		75,342
<b>(B) Total Additions, Deletions, Changes and/or Transfers</b>		-			\$ 15,908

**Section C**

<b>Department Total (Section A &amp; B)</b>	19.00			\$ 1,087,473
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(a) Eliminate one (1) Payroll Manager position and establish one (1) Specialist - Payroll position effective July 1, 2006.

\*Note:

A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction