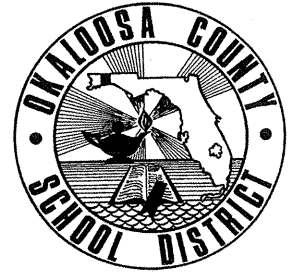


SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Organizational/Staffing Chart(s)

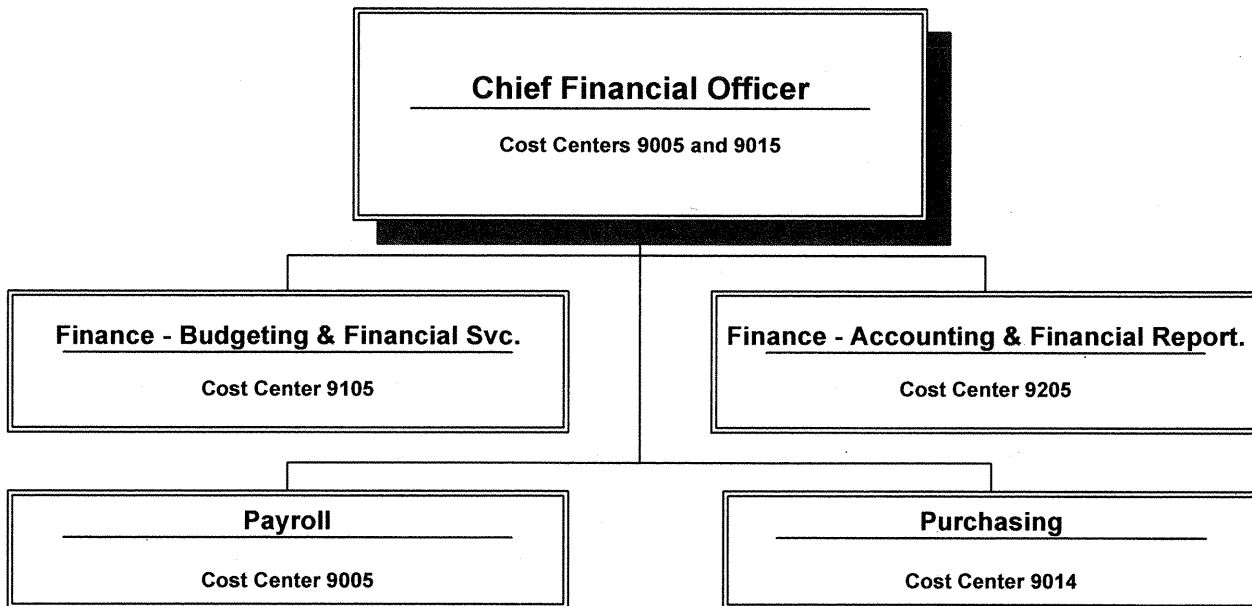
Chief Financial Officer

Cost Center: 9005

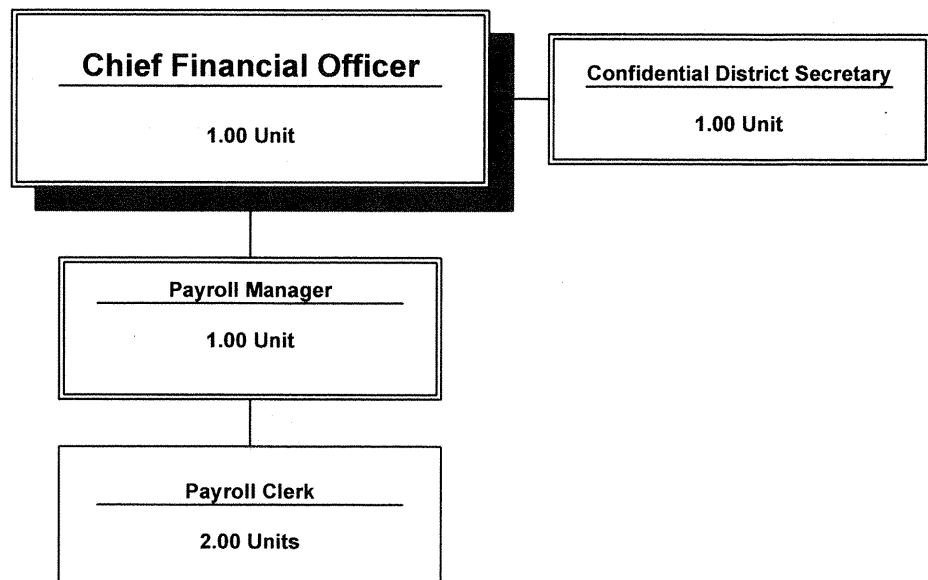
Fiscal Year 2007-2008



Organizational Chart



Staffing Chart



**SCHOOL DISTRICT OF OKALOOSA COUNTY
DISTRICT LEVEL - COST CENTER BUDGETS
FISCAL YEAR 2007-2008**

DEPARTMENT: Chief Financial Officer

COST CENTER: 9005

COST CENTER DESCRIPTION:

Direct responsibility for all financial transactions, accounting, budgeting, planning, analysis, and purchasing.

FUND SOURCE: Unrestricted - General Operating Fund

APPROPRIATIONS AND STAFFING:

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2006-2007 Appropriation	2007-2008 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 122,590	\$ 215,608	\$ 93,018
	Instructional	-	-	-
	Non-Instructional	39,359	165,570	126,211
	Subtotal - Salaries & Benefits	<u>161,949</u>	<u>381,178</u>	<u>219,229</u>
300	Purchased Service	15,450	27,160	11,710
400	Energy Services	-	-	-
500	Materials & Supplies	2,000	7,000	5,000
600	Capital Outlay	2,750	4,000	1,250
700	Other Expenses	1,300	1,200	(100)
900	Transfers/Reserves	1,189	-	(1,189)
	Total Combined Appropriation	<u>\$ 184,638</u>	<u>\$ 420,538</u>	<u>\$ 235,900</u>

STAFFING			
	2006-2007 Recommendation	2007-2008 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	2.00	1.00
Instructional	-	-	-
Non-Instructional	1.00	3.00	2.00
Total Staff	<u>2.00</u>	<u>5.00</u>	<u>3.00</u>

OTHER INFORMATION:

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

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2007-2008

MIS 3176

COST CENTER NAME: Chief Financial Officer

CENTER NUMBER: 9005

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0130	SALARY - OVERTIME Overtime for personnel during seasonal & peak periods (SAFR, Cost Report, Budget, etc.)	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 1,000		\$ 1,000
0210	FLORIDA RETIREMENT SYSTEM Retirement for overtime pay	7500	FISCAL SERVICES (FINANCE DEPT)	98		98
0220	FICA (SOCIAL SECURITY) FICA for overtime pay	7500	FISCAL SERVICES (FINANCE DEPT)	75		75
0330	IN COUNTY TRAVEL Reimburse for travel to meetings and schools	7500	FISCAL SERVICES (FINANCE DEPT)	800		800
0331	OUT OF COUNTY TRAVEL Assoc. School Business Officials Fla. School Finance Officers Fla. Educational Legislative Liaison (3) Various DOE meetings	7500	FISCAL SERVICES (FINANCE DEPT)	2,000		2,000
0350	REPAIR AND MAINTENANCE Repair and maintenance of various equipment Repair and maintenance of various equipment for Payroll	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 of Toshiba copier in Finance Office Lease of Toshiba copier in Payroll Office	7500	FISCAL SERVICES (FINANCE DEPT)	15,750		15,750
Sub-Total (Page 1 Only)				\$ 20,973	\$ -	\$ 20,973
GRAND TOTAL				\$ 40,533	\$ -	\$ 40,533

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2007-2008

MIS 3176

COST CENTER NAME: Chief Financial Officer
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9005
PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0370	POSTAGE/SHIPPING/TELEGRAM Postage for various forms of correspondence, public relations and financial related issues Postage for various forms in Payroll	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 560		\$ 560
0372	TELEPHONE MAINTENANCE Repair and maintenance of phone system in Chief Financial Officer's area and Payroll	7500	FISCAL SERVICES (FINANCE DEPT)	300		300
0375	CELLULAR TELEPHONE Cellular service for Chief Financial Officer	7500	FISCAL SERVICES (FINANCE DEPT)	1,000		1,000
0390	OTHER PURCHASED SVC-PRINT/COPY Printing of various forms and reports	7500	FISCAL SERVICES (FINANCE DEPT)	500		500
0510	SUPPLIES Office supplies for the Chief Financial Officer's area Office supplies for Payroll	7500	FISCAL SERVICES (FINANCE DEPT)	7,000		7,000
0642	EQUIPMENT (UNDER \$1,000) Various office equipment for Chief Financial Officer's area Various office equipment for Payroll	7500	FISCAL SERVICES (FINANCE DEPT)	1,300		1,300
0644	COMPUTER HARDWARE (UNDER \$1,000) Monitors, keyboards, printers, etc.	7500	FISCAL SERVICES (FINANCE DEPT)	1,500		1,500
0692	SOFTWARE - NON CAPITALIZED (UNDER \$1,000) Upgrade of various software for Chief Financial Officer's Office and Payroll	7500	FISCAL SERVICES (FINANCE DEPT)	1,200		1,200
Sub-Total (Page 2 Only)				\$ 13,360	\$ -	\$ 13,360
GRAND TOTAL				\$ 40,533	\$ -	\$ 40,533

SCHOOL DISTRICT OF OKALOOSA COUNTY
 BUDGET ADJUSTMENT SHEET
 FISCAL YEAR 2007-2008

MIS 3176

COST CENTER NAME: Chief Financial Officer
 PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9005
 PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0730	DUES AND FEES Gov't. Financial Officers Assoc.; Association of School Business Officials; CPA courses; Fla. Educational Legislature Liaison; Fla. School Finance Officers	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 1,200		\$ 1,200
0310	PROFESSIONAL & TECHNICAL SERVICE	7500	FISCAL SERVICES (FINANCE DEPT)	5,000		5,000
Sub-Total (Page 3 Only)				\$ 6,200	\$ -	\$ 6,200
GRAND TOTAL				\$ 40,533	\$ -	\$ 40,533

SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Summary
Fiscal Year 2007-2008

MIS 3390

Department Name:	Chief Financial Officer
Cost Center No.:	9005
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
Chief Financial Officer		1.00			\$ 136,986
District Level Confidential Secretary		1.00			55,398
(A) Total Current Staffing		2.00			\$ 192,384

Section B

Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Payroll Clerk - 12 Month	T	2.00	a		108,999
Payroll Manager - 12 Month	T	1.00	a		78,622
(B) Total Additions, Deletions, Changes and/or Transfers		3.00			\$ 187,621

Section C

Department Total (Section A & B)		5.00			\$ 380,005
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(a) Effective July 1, 2007, the Payroll Department will report to the Chief Financial Officer resulting from the reorganization of the Finance Department into two cost centers.

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