

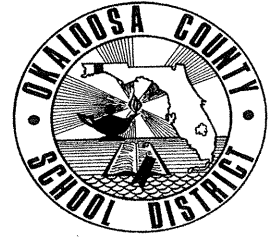
**SCHOOL DISTRICT OF OKALOOSA COUNTY**

**Department Staffing Chart**

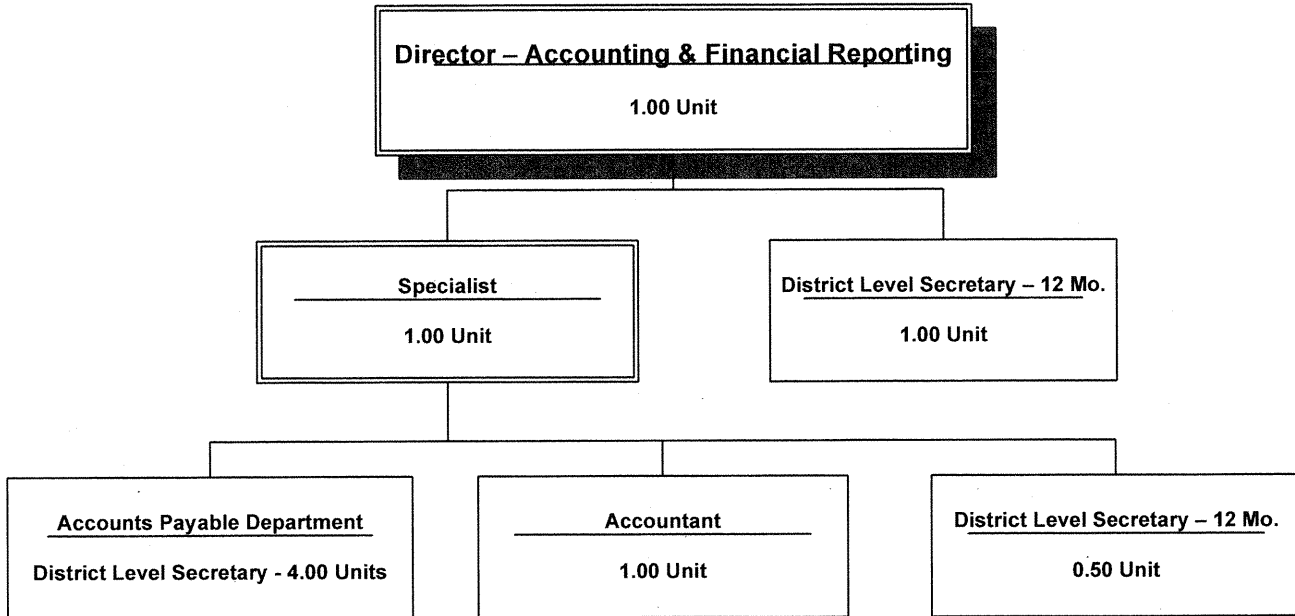
*Finance – Accounting & Financial Reporting*

**Cost Center Number: 9205**

**Fiscal Year 2007-2008**



## Staffing Chart



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

**DEPARTMENT:** Finance - Accounting and Financial Reporting

**COST CENTER:** 9205

**COST CENTER DESCRIPTION:**

Oversight of District accounting operations in accounts payable, accounts receivable, all 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 2006-2007 Appropriation	2007-2008 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 353,097	\$ 166,581	\$ (186,516)
	Instructional	-	-	-
	Non-Instructional	755,522	323,014	(432,508)
	<b>Subtotal - Salaries &amp; Benefits</b>	1,108,619	489,595	(619,024)
300	<b>Purchased Service</b>	31,150	14,610	(16,540)
400	<b>Energy Services</b>	1,000	-	(1,000)
500	<b>Materials &amp; Supplies</b>	19,000	7,000	(12,000)
600	<b>Capital Outlay</b>	4,300	2,275	(2,025)
700	<b>Other Expenses</b>	1,500	2,750	1,250
900	<b>Transfers/Reserves</b>	3,224	-	(3,224)
	<b>Total Combined Appropriation</b>	\$ 1,168,793	\$ 516,230	\$ (652,563)

<b>STAFFING</b>			
	2006-2007 Recommendation	2007-2008 Recommendation	# Increase (Decrease)
Administrative/Managerial	4.00	2.00	(2.00)
Instructional	-	-	-
Non-Instructional	15.00	6.50	(8.50)
<b>Total Staff</b>	19.00	8.50	(10.50)

**OTHER INFORMATION:**

1. The Director - Finance - Accounting and Financial Reporting is the approving authority for this cost center.
2. For fiscal year 2007-2008, Finance - Cost Center 9205 will be divided into two departments: Finance - Accounting and Financial Reporting and Finance - Budgeting and Financial Services.

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

MIS 3176

COST CENTER NAME: Finance - Accounting and Financial Reporting  
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9205  
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	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 4,000		\$ 4,000
0210	FLORIDA RETIREMENT SYSTEM Retirement for overtime	7500	FISCAL SERVICES (FINANCE DEPT)	394		394
0220	FICA (SOCIAL SECURITY) FICA for overtime	7500	FISCAL SERVICES (FINANCE DEPT)	335		335
0310	PROFESSIONAL & TECHNICAL SERVICE Professional and Technical Services as needed Manatee Software Maintenance	7500	FISCAL SERVICES (FINANCE DEPT)	4,100		4,100
0330	IN COUNTY TRAVEL Reimburse for in county travel to meetings, schools and travel for Fixed Asset tagging	7500	FISCAL SERVICES (FINANCE DEPT)	1,360		1,360
0331	OUT OF COUNTY TRAVEL One (1) to attend Association School Business Officials Two (2) to attend Florida Governmental Finance Officers Various DOE meetings Two (2) to attend Florida School Finance Officers Conference	7500	FISCAL SERVICES (FINANCE DEPT)	2,000		2,000
0350	REPAIR AND MAINTENANCE Repair and Maintenance of equipment	7500	FISCAL SERVICES (FINANCE DEPT)	400		400
0360	LEASE AND RENTAL AGREEMENTS Lease of copiers for Finance - Accounting and Financial Reporting	7500	FISCAL SERVICES (FINANCE DEPT)	4,750		4,750
Sub-Total (Page 1 Only)				\$ 17,339	\$ -	\$ 17,339
GRAND TOTAL				\$ 31,364	\$ -	\$ 31,364

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

MIS 3176

COST CENTER NAME: Finance - Accounting and Financial Reporting

CENTER NUMBER: 9205

PROJECT NAME: DISCRETIONARY

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 and Finance - Accounting Operations related issues	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 1,100		\$ 1,100
0372	TELEPHONE MAINTENANCE Telephone maintenance	7500	FISCAL SERVICES (FINANCE DEPT)	400		400
0390	OTHER PURCHASED SVC-PRINT/COPY DOE reports	7500	FISCAL SERVICES (FINANCE DEPT)	500		500
0510	SUPPLIES Office supplies for staff	7500	FISCAL SERVICES (FINANCE DEPT)	7,000		7,000
0641	EQUIPMENT/FIXED ASSETS (OVER \$1,000) File cabinet and office equipment	7500	FISCAL SERVICES (FINANCE DEPT)	500		500
0642	EQUIPMENT (UNDER \$1,000) Office chairs, calculators and other miscellaneous items	7500	FISCAL SERVICES (FINANCE DEPT)	700		700
0644	COMPUTER HARDWARE (UNDER \$1,000) Replace printers and other computer hardware	7500	FISCAL SERVICES (FINANCE DEPT)	400		400
0692	SOFTWARE - NON CAPITALIZED (UNDER \$1,000) Microsoft Office upgrade, Front Page upgrade and other miscellaneous upgrades as needed	7500	FISCAL SERVICES (FINANCE DEPT)	675		675
Sub-Total (Page 2 Only)				\$ 11,275	\$ -	\$ 11,275
GRAND TOTAL				\$ 31,364	\$ -	\$ 31,364



