

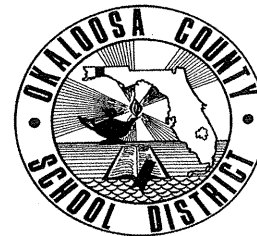
SCHOOL DISTRICT OF OKALOOSA COUNTY

Department Staffing Chart

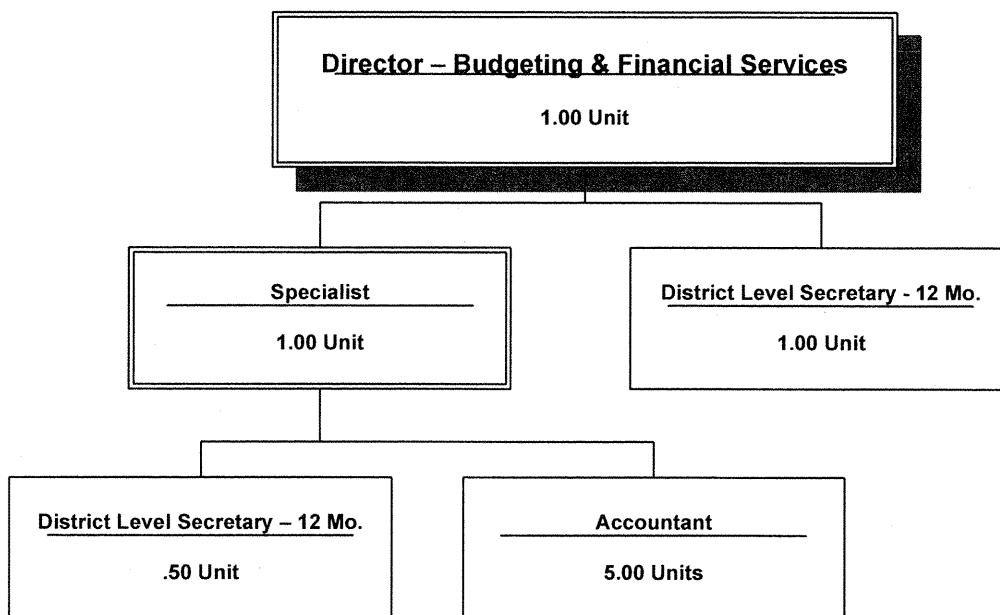
Finance – Budgeting & Financial Services

Cost Center Number: 9105

Fiscal Year 2007-2008



Staffing Chart



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

DEPARTMENT: Finance - Budgeting and Financial Services

COST CENTER: 9105

COST CENTER DESCRIPTION:

Develops comprehensive District budget 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 Financial Officer to oversee school budgeting.

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	\$ -	\$ 217,311	\$ 217,311
	Instructional	-	-	-
	Non-Instructional	-	402,233	402,233
	Subtotal - Salaries & Benefits	-	619,544	619,544
300	Purchased Service	-	13,280	13,280
400	Energy Services	-	-	-
500	Materials & Supplies	-	10,000	10,000
600	Capital Outlay	-	2,725	2,725
700	Other Expenses	-	7,750	7,750
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	\$ -	\$ 653,299	\$ 653,299

STAFFING			
	2006-2007 Recommendation	2007-2008 Recommendation	# Increase (Decrease)
Administrative/Managerial	-	2.00	2.00
Instructional	-	-	-
Non-Instructional	-	6.50	6.50
Total Staff	-	8.50	8.50

OTHER INFORMATION:

1. The Director - Finance - Budgeting and Financial Services 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 - Budgeting and Financial Services

CENTER NUMBER: 9105

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 (SATS, Cost Report, Budget Dev., Year End Close Out, Budget Adoption, etc.)	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 20,000		\$ 20,000
0210	FLORIDA RETIREMENT SYSTEM Retirement for overtime	7500	FISCAL SERVICES (FINANCE DEPT)	1,970		1,970
0220	FICA (SOCIAL SECURITY) FICA for overtime	7500	FISCAL SERVICES (FINANCE DEPT)	1,632		1,632
0330	IN COUNTY TRAVEL Reimburse for in county travel to meetings and schools	7500	FISCAL SERVICES (FINANCE DEPT)	840		840
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)	500		500
0370	POSTAGE/SHIPPING/TELEGRAM Postage for various forms of correspondence and Finance related issues	7500	FISCAL SERVICES (FINANCE DEPT)	2,940		2,940
0372	TELEPHONE MAINTENANCE Telephone maintenance	7500	FISCAL SERVICES (FINANCE DEPT)	500		500
Sub-Total (Page 1 Only)				\$ 30,382	\$ -	\$ 30,382
GRAND TOTAL				\$ 57,357	\$ -	\$ 57,357

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

MIS 3176

COST CENTER NAME: Finance - Budgeting and Financial Services

CENTER NUMBER: 9105

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0390	OTHER PURCHASED SVC-PRINT/COPY SAFR, DOE reports, Cost Report, District Summary Budget	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 6,500		\$ 6,500
0510	SUPPLIES Office supplies for staff	7500	FISCAL SERVICES (FINANCE DEPT)	10,000		10,000
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)	1,000		1,000
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, FrontPage upgrade and other miscellaneous upgrades as needed	7500	FISCAL SERVICES (FINANCE DEPT)	825		825
0730	DUES AND FEES ASBO, FGFOA, Finance Officers and GFOA	7500	FISCAL SERVICES (FINANCE DEPT)	750		750
0750	OTHER PERSONNEL SERVICES (TEMP) Temporary employees	7500	FISCAL SERVICES (FINANCE DEPT)	7,000		7,000
Sub-Total (Page 2 Only)				\$ 26,975	\$ -	\$ 26,975
GRAND TOTAL				\$ 57,357	\$ -	\$ 57,357

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

MIS 3390

Department Name:	<u>Finance - Budgeting & Financial Svcs.</u>
Cost Center No.:	<u>9105</u>
Project Name:	<u>Regular Operations - Departments</u>
Fund Number :	<u>1010</u>
Project Number:	<u>N/A</u>
Type Funding:	<u>Non-Restricted/Non-Categorical</u>

Section A

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
(A) Total Current Staffing		-			\$ -

Section B

Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Director, Finance - Budgeting and Financial Svcs. - 12 Mo.	T	1.00	a		\$ 117,879
Specialist - 12 Month	T	1.00	a		99,432
Accountant - 12 Month	T	5.00	a		324,009
District Level Secretary - 12 Month	T	1.50	a		54,622
(B) Total Additions, Deletions, Changes and/or Transfers		8.50			\$ 595,942

Section C

Department Total (Section A & B)		8.50			\$ 595,942
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(a) Effective July 1, 2007, the Finance Department will be reorganized into two cost centers (Finance - Budgeting and Financial Services, Cost Center 9105 and Finance - Accounting and Financial Reporting, Cost Center 9205) with a Director over each department.

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