

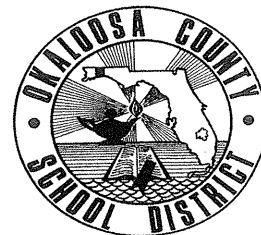
SCHOOL DISTRICT OF OKALOOSA COUNTY

Department Staffing Chart

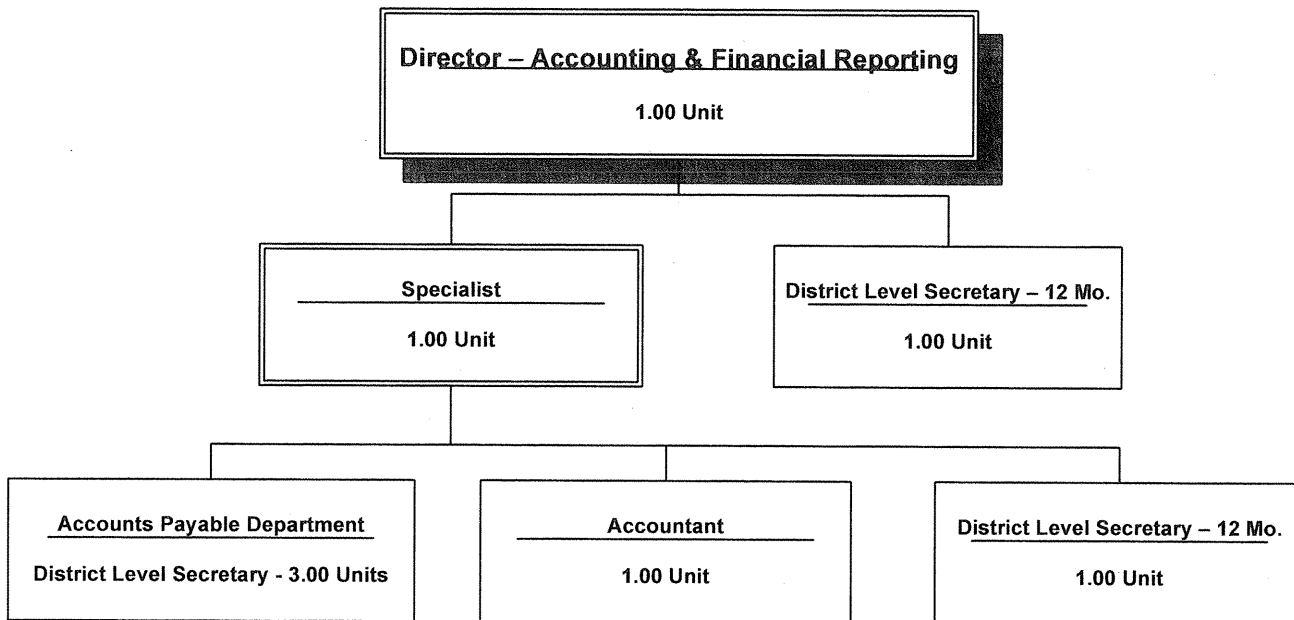
Accounting & Financial Reporting

Cost Center Number: 9205

Fiscal Year 2008-2009



Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT
DISTRICT LEVEL - COST CENTER BUDGETS
FISCAL YEAR 2008-2009**

DEPARTMENT: Accounting and Financial Reporting

COST CENTER: 9205

COST CENTER DESCRIPTION:

Oversight of District accounting operations in accounts payable, accounts receivable, 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 2007-2008 Appropriation	2008-2009 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 166,581	\$ 197,619	\$ 31,038
	Instructional	-	-	-
	Non-Instructional	323,014	306,312	(16,702)
	Subtotal - Salaries & Benefits	<u>489,595</u>	<u>503,931</u>	<u>14,336</u>
300	Purchased Service	14,610	13,205	(1,405)
400	Energy Services	-	-	-
500	Materials & Supplies	7,000	7,900	900
600	Capital Outlay	2,275	2,235	(40)
700	Other Expenses	2,750	1,336	(1,414)
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	<u>\$ 516,230</u>	<u>\$ 528,607</u>	<u>\$ 12,377</u>

STAFFING			
	2007-2008 Recommendation	2008-2009 Recommendation	# Increase (Decrease)
Administrative/Managerial	2.00	2.00	-
Instructional	-	-	-
Non-Instructional	6.50	6.00	(0.50)
Total Staff	<u>8.50</u>	<u>8.00</u>	<u>(0.50)</u>

OTHER INFORMATION:

The Director - Accounting and Financial Reporting is the approving authority for this cost center.

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2008-2009

MIS 3176

COST CENTER NAME: 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
0130	SALARY - OVERTIME Overtime for personnel during seasonal & peak periods	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 3,760		\$ 3,760
0210	FLORIDA RETIREMENT SYSTEM Retirement for overtime	7500	FISCAL SERVICES (FINANCE DEPT)	346	24	370
0220	FICA (SOCIAL SECURITY) FICA for overtime	7500	FISCAL SERVICES (FINANCE DEPT)	294	8	302
0310	PROFESSIONAL & TECHNICAL SERVICE Professional and Technical Services as needed	7500	FISCAL SERVICES (FINANCE DEPT)	1,200		1,200
0330	IN COUNTY TRAVEL Reimburse for in county travel to meetings, schools, and Fixed Asset tagging	7500	FISCAL SERVICES (FINANCE DEPT)	1,300		1,300
0331	OUT OF COUNTY TRAVEL One (1) attend Florida Governmental Finance Officers Conference One (1) attend Florida School Finance Officers Conference Various DOE Meetings	7500	FISCAL SERVICES (FINANCE DEPT)	1,800		1,800
0350	REPAIR AND MAINTENANCE Repair & Maintenance of equipment	7500	FISCAL SERVICES (FINANCE DEPT)	385		385
0360	LEASE AND RENTAL AGREEMENTS Lease copiers for department	7500	FISCAL SERVICES (FINANCE DEPT)	2,435		2,435
Sub-Total (Page 1 Only)				\$ 11,520	\$ 32	\$ 11,552
GRAND TOTAL				\$ 29,090	\$ 18	\$ 29,108

SCHOOL DISTRICT OF OKALOOSA COUNTY
 BUDGET ADJUSTMENT SHEET
 FISCAL YEAR 2008-2009

MIS 3176

COST CENTER NAME: 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 for department and related issues	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 5,700		\$ 5,700
0372	TELEPHONE MAINTENANCE Telephone Maintenance	7500	FISCAL SERVICES (FINANCE DEPT)	385		385
0510	SUPPLIES Office supplies for staff	7500	FISCAL SERVICES (FINANCE DEPT)	7,900		7,900
0642	EQUIPMENT (UNDER \$1,000) Calculators and other miscellaneous items	7500	FISCAL SERVICES (FINANCE DEPT)	1,200		1,200
0644	COMPUTER HARDWARE (UNDER \$1,000) Replace printers and other computer hardware	7500	FISCAL SERVICES (FINANCE DEPT)	385		385
0692	SOFTWARE - NON CAPITALIZED (UNDER \$1,000) Miscellaneous upgrades as needed	7500	FISCAL SERVICES (FINANCE DEPT)	650		650
0730	DUES AND FEES GFOA and FGFOA membership dues for Director & Specialist	7500	FISCAL SERVICES (FINANCE DEPT)	350		350
0750	OTHER PERSONNEL SERVICES (TEMP) Temporary personnel	7500	FISCAL SERVICES (FINANCE DEPT)	1,000	(14)	986
Sub-Total (Page 2 Only)				\$ 17,570	\$ (14)	\$ 17,556
GRAND TOTAL				\$ 29,090	\$ 18	\$ 29,108

SCHOOL DISTRICT OF OKALOOSA COUNTY
 Department Staffing Summary
 Fiscal Year 2008-2009

MIS 3390

Department Name:	<u>Acct. & Financial Reporting</u>
Cost Center No.:	<u>9205</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
Accountant - 12 Month	1.00		\$ 62,218
Director - Accounting Operations - 12 Month	1.00		123,011
District Level Secretary - 12 Month	5.50		274,025
Specialist - 12 Month	1.00		74,609
(A) Total Current Staffing	8.50		\$ 533,863

Section B

Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
District Level Secretary - 12 Month	D	(1.00)	a		\$ (53,874)
District Level Secretary - 12 Month	T	0.50	b		19,510
(B) Total Additions, Deletions, Changes and/or Transfers		(0.50)			(34,364)

Section C

Department Total (Section A & B)	8.00			\$ 499,499
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(a) One (1.0) District Level Secretary - 12 Month position deleted, effective January 31, 2008.
 (b) Transferred fifty percent (50%) District Level Secretary - 12 Month position from Budgeting & Financial Services - Cost Center 9105, effective February 20, 2008.

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