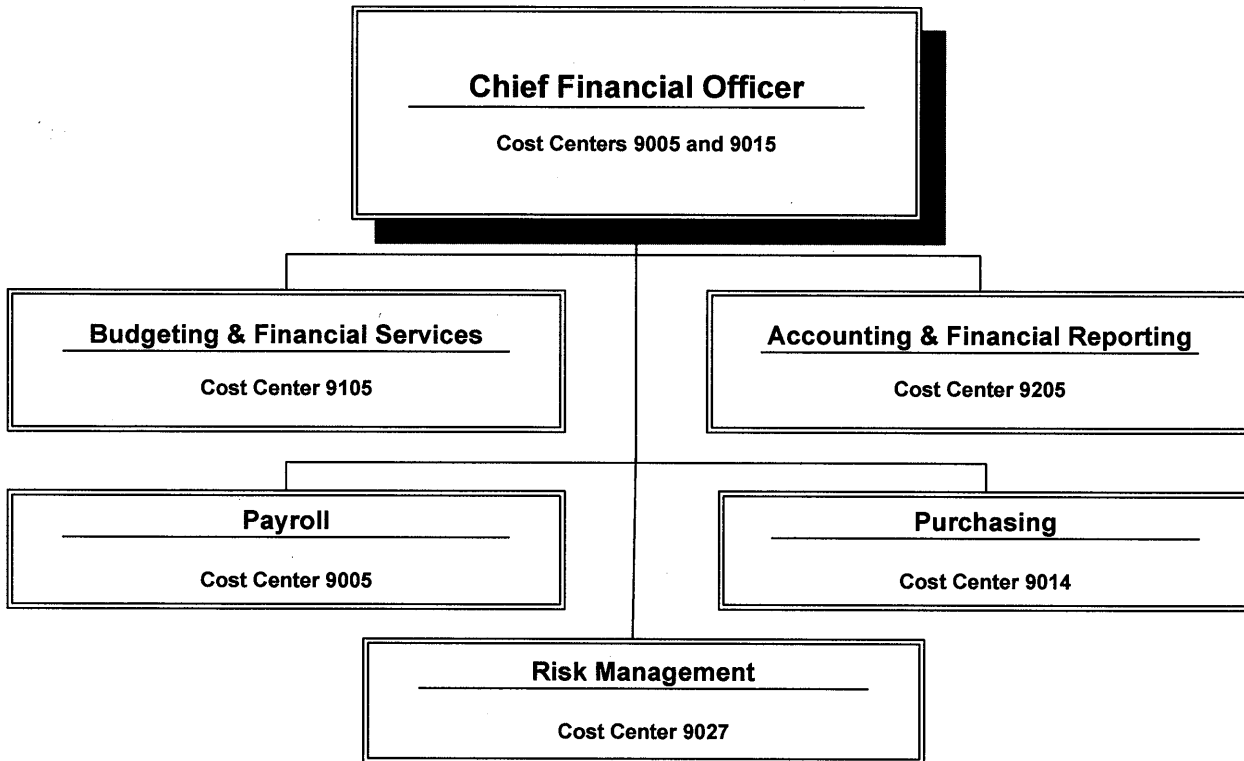
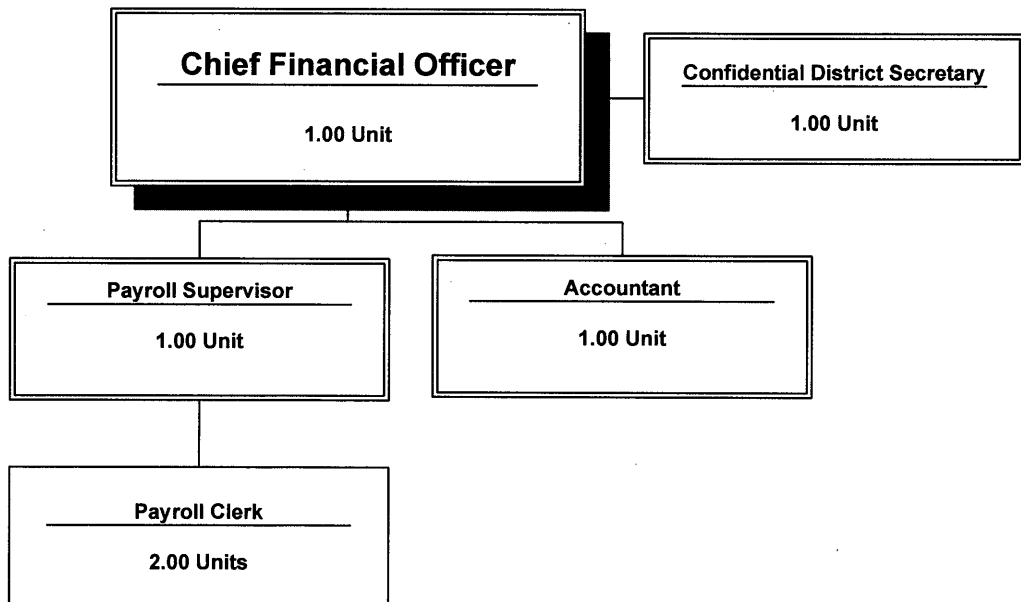


## Organizational Chart



## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2009-2010**

**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:**

<b>APPROPRIATIONS</b>				
Object Group Number	Object Group Name	Original 2008-2009 Appropriation	2009-2010 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 225,730	\$ 228,259	\$ 2,529
	Instructional	-	-	-
	Non-Instructional	181,750	271,245	89,495
	<b>Subtotal - Salaries &amp; Benefits</b>	407,480	499,504	92,024
300	<b>Purchased Service</b>	19,500	10,500	(9,000)
400	<b>Energy Services</b>	-	-	-
500	<b>Materials &amp; Supplies</b>	8,500	11,000	2,500
600	<b>Capital Outlay</b>	3,000	6,000	3,000
700	<b>Other Expenses</b>	1,000	1,200	200
900	<b>Transfers/Reserves</b>	-	-	-
	<b>Total Combined Appropriation</b>	\$ 439,480	\$ 528,204	\$ 88,724

<b>STAFFING</b>			
	2008-2009 Recommendation	2009-2010 Recommendation	# Increase (Decrease)
Administrative/Managerial	2.00	2.00	-
Instructional	-	-	-
Non-Instructional	3.00	4.00	1.00
<b>Total Staff</b>	5.00	6.00	1.00

**OTHER INFORMATION:**

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

SCHOOL DISTRICT OF OKALOOSA COUNTY  
BUDGET ADJUSTMENT SHEET  
FISCAL YEAR 2009-2010

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 staff during seasonal and peak periods	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 3,000	\$ 5,000	\$ 8,000
0210	FLORIDA RETIREMENT SYSTEM Retirement for Overtime	7500	FISCAL SERVICES (FINANCE DEPT)	296		296
0220	FICA (SOCIAL SECURITY) FICA for Overtime	7500	FISCAL SERVICES (FINANCE DEPT)	230		230
0330	IN COUNTY TRAVEL Reimbursement for in county travel to meetings	7500	FISCAL SERVICES (FINANCE DEPT)	800		800
0331	OUT OF COUNTY TRAVEL Reimbursement for out of county travel to meetings Florida School Finance Officers Florida Educational Legislative Liaison DOE Meetings	7500	FISCAL SERVICES (FINANCE DEPT)	2,000		2,000
0350	REPAIR AND MAINTENANCE Repair and maintenance of various machines for CFO Office and Payroll Department	7500	FISCAL SERVICES (FINANCE DEPT)	500		500
0360	LEASE AND RENTAL AGREEMENTS Lease of Toshiba copier in Finance Office and Payroll Department	7500	FISCAL SERVICES (FINANCE DEPT)	6,000		6,000
0370	POSTAGE/SHIPPING/TELEGRAM Postage/FEDEX for various forms of correspondence to DOE, etc., for CFO Office and Payroll Department	7500	FISCAL SERVICES (FINANCE DEPT)	600	500	1,100
Sub-Total (Page 1 Only)				\$ 13,426	\$ 5,500	\$ 18,926
GRAND TOTAL				\$ 21,726	\$ 15,500	\$ 37,226

SCHOOL DISTRICT OF OKALOOSA COUNTY  
BUDGET ADJUSTMENT SHEET  
FISCAL YEAR 2009-2010

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
0372	TELEPHONE MAINTENANCE Repair / maintenance of phone system in CFO Office and Payroll Department	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 100		\$ 100
0510	SUPPLIES Supplies for CFO Office and Payroll Department (i.e.: Payroll checks, ink, envelopes, toner, MICR toner, etc.)	7500	FISCAL SERVICES (FINANCE DEPT)	5,000	6,000	11,000
0644	COMPUTER HARDWARE (UNDER \$1,000) Monitors, printers, keyboards	7500	FISCAL SERVICES (FINANCE DEPT)	1,000	-	1,000
0692	SOFTWARE - NON CAPITALIZED (UNDER \$1,000) Upgrade of various software for Chief Financial Officer and Payroll Department	7500	FISCAL SERVICES (FINANCE DEPT)	1,000		1,000
0730	DUES AND FEES Government Financial Officer Association; Association of School Business Officials; CPA courses; Florida Educational Legislature Liaison; Florida School Finance Officers, American Payroll Association	7500	FISCAL SERVICES (FINANCE DEPT)	1,200		1,200
0642	EQUIPMENT (UNDER \$1,000)	7500	FISCAL SERVICES (FINANCE DEPT)	-	2,000	2,000
643	COMPUTER EQUIPMENT (OVER \$1,000)	7500	FISCAL SERVICES (FINANCE DEPT)	-	2,000	2,000
Sub-Total (Page 2 Only)				\$ 8,300	\$ 10,000	\$ 18,300
GRAND TOTAL				\$ 21,726	\$ 15,500	\$ 37,226

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 Department Staffing Summary  
 Fiscal Year 2009-2010

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**

Positions Approved for Fiscal Year 2008-2009:			
Job Title	# of Positions	Average Cost	Total Cost
Chief Financial Officer - 12 Month	1.00		\$ 142,361
District Level Confidential Secretary - 12 Month	1.00		59,225
Payroll Clerk - 12 Month	2.00		125,064
Payroll Supervisor - 12 Month	1.00		85,898
<b>(A) Total Positions Approved For FY 2008-2009</b>	<b>5.00</b>		<b>\$ 412,548</b>

**Section B**

Approved Additions, Deletions and/or Changes					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Accountant - 12 Month	T	1.00	a		78,430
<b>(B) Total Additions, Deletions, Changes and/or Transfers</b>		<b>1.00</b>			<b>78,430</b>

**Section C**

Positions Submitted for Approval for Fiscal Year 2009-2010			
Job Title	# of Positions	Average Cost	Total Cost
Accountant - 12 Month	1.00		\$ 78,430
Chief Financial Officer - 12 Month	1.00		142,361
District Level Confidential Secretary - 12 Month	1.00		59,225
Payroll Clerk - 12 Month	2.00		125,064
Payroll Supervisor - 12 Month	1.00		85,898
<b>(C) Total Positions Submitted for Approval FY 2009-2010</b>	<b>6.00</b>		<b>\$ 490,978</b>

(a) Transfer one (1.00) Accountant - 12 Month from Budgeting & Financial Services - Cost Center 9105, effective July 1, 2009.

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