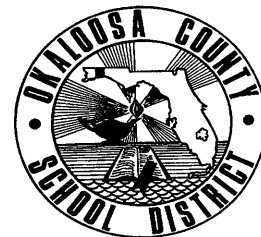# SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Chart
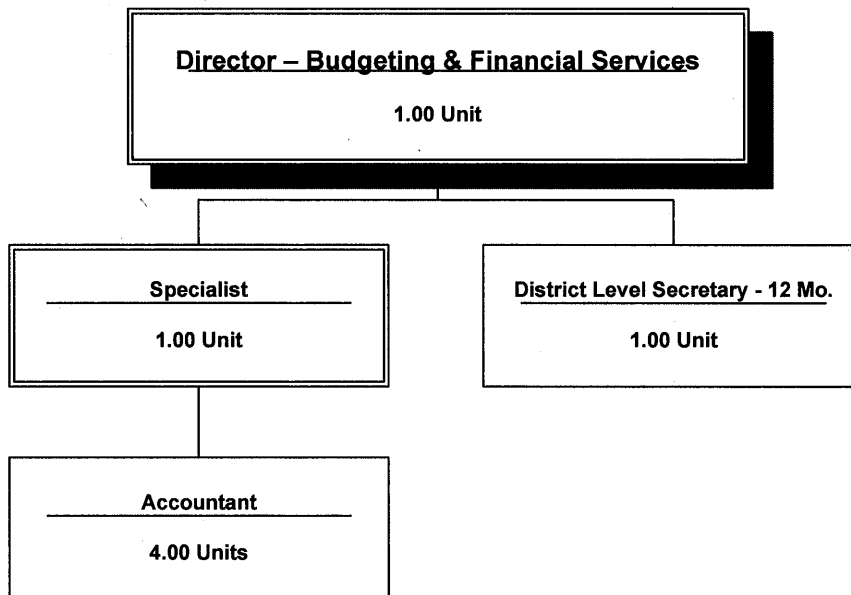### *Budgeting & Financial Services*
Cost Center Number: 9105
Fiscal Year 2009-2010

Staffing Chart

Director – Budgeting & Financial Services

1.00 Unit

Specialist

1.00 Unit

District Level Secretary - 12 Mo.

1.00 Unit

Accountant

4.00 Units

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

DEPARTMENT: **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 2008-2009 Appropriation	2009-2010 Appropriation	$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	$ 204,437	$ 216,494	$ 12,057
	Instructional	-	-	-
	Non-Instructional	413,849	314,481	(99,368)
	Subtotal - Salaries & Benefits	618,286	530,975	(87,311)
300	Purchased Service	17,200	14,200	(3,000)
400	Energy Services	-	-	-
500	Materials & Supplies	5,000	8,500	3,500
600	Capital Outlay	2,000	2,000	-
700	Other Expenses	3,707	2,750	(957)
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	$ 646,193	$ 558,425	$ (87,768)

STAFFING			
	2008-2009 Recommendation	2009-2010 Recommendation	# Increase (Decrease)
Administrative/Managerial	2.00	2.00	-
Instructional	-	-	-
Non-Instructional	6.00	5.00	(1.00)
Total Staff	8.00	7.00	(1.00)

OTHER INFORMATION:

The Director - Budgeting and Financial Services is the approving authority for this cost center.

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

COST CENTER NAME: Budgeting & 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 staff during seasonal & peak periods	7500	FISCAL SERVICES (FINANCE DEPT)	$ 15,319	$ 4,681	$ 20,000
0210	FLORIDA RETIREMENT SYSTEM Retirement for Overtime	7500	FISCAL SERVICES (FINANCE DEPT)	1,509	21	1,530
0220	FICA (SOCIAL SECURITY) FICA for Overtime	7500	FISCAL SERVICES (FINANCE DEPT)	1,172	827	1,999
0310	PROFESSIONAL & TECHNICAL SERVICE Internal Funds - Manatee Software Maintenance	7500	FISCAL SERVICES (FINANCE DEPT)	3,000		3,000
0330	IN COUNTY TRAVEL Reimbursement for in county travel to meetings and schools	7500	FISCAL SERVICES (FINANCE DEPT)	1,500		1,500
0331	OUT OF COUNTY TRAVEL Various staff to attend DOE Budget Meetings	7500	FISCAL SERVICES (FINANCE DEPT)	1,500		1,500
0350	REPAIR AND MAINTENANCE Repair and maintenance of equipment	7500	FISCAL SERVICES (FINANCE DEPT)	500		500
0360	LEASE AND RENTAL AGREEMENTS Lease of copiers	7500	FISCAL SERVICES (FINANCE DEPT)	5,000	(2,500)	2,500
	Sub-Total (Page 1 Only)			$ 29,500	$ 3,029	$ 32,529
	GRAND TOTAL			$ 44,450	$ 6,529	$ 50,979

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

COST CENTER NAME: Budgeting & Financial Services

PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9105

PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0370	POSTAGE/SHIPPING/TELEGRAM Postage for state and federal reports	7500	FISCAL SERVICES (FINANCE DEPT)	$ 200		$ 200
0390	OTHER PURCHASED SVC-PRINT/COPY Printing of county, state, and other reports	7500	FISCAL SERVICES (FINANCE DEPT)	5,000		5,000
0510	SUPPLIES Materials and supplies to operate department	7500	FISCAL SERVICES (FINANCE DEPT)	5,000	3,500	8,500
0642	EQUIPMENT (UNDER $1,000) Calculators and other miscellaneous items	7500	FISCAL SERVICES (FINANCE DEPT)	500		500
0644	COMPUTER HARDWARE (UNDER $1,000) Replace printers and other computer hardware	7500	FISCAL SERVICES (FINANCE DEPT)	500		500
0692	SOFTWARE - NON CAPITALIZED (UNDER $1,000) Miscellaneous software upgrades as needed	7500	FISCAL SERVICES (FINANCE DEPT)	1,000		1,000
0730	DUES AND FEES GFOA and Finance Officers dues	7500	FISCAL SERVICES (FINANCE DEPT)	750		750
0750	OTHER PERSONNEL SERVICES (TEMP) Temporary Employees	7500	FISCAL SERVICES (FINANCE DEPT)	2,000		2,000
	Sub-Total (Page 2 Only)			$ 14,950	$ 3,500	$ 18,450
	GRAND TOTAL			$ 44,450	$ 6,529	$ 50,979

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

Department Name: **Budgeting & Financial Svcs.**
Cost Center No.: **9105**
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
Accountant - 12 Month	4.00		$ 275,113
Budget Analyst - 12 Month	1.00		85,056
Director, Budgeting & Financial Svcs. - 12 Month	1.00		123,519
District Level Secretary - 12 Month	1.00		40,331
Specialist - 12 Month	1.00		92,975
(A) Total Positions Approved For FY 2008-2009	**8.00**		**$ 616,994**

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)
Budget Analyst - 12 Month	D	(1.00)	b		(85,056)
Accountant - 12 Month	A	1.00	c		53,938
(B) Total Additions, Deletions, Changes and/or Transfers		**(1.00)**			**(109,548)**

Section C

Positions Submitted for Approval for Fiscal Year 2009-2010			
Job Title	# of Positions	Average Cost	Total Cost
Accountant - 12 Month	4.00		$ 250,621
Director, Budgeting & Financial Svcs. - 12 Month	1.00		123,519
District Level Secretary - 12 Month	1.00		40,331
Specialist - 12 Month	1.00		92,975
(C) Total Positions Submitted for Approval FY 2009-2010	**7.00**		**$ 507,446**

(a) Transfer one (1.00) Accountant - 12 Month to Chief Financial Officer - Cost Center 9005, effective July 1, 2009.
(b) Delete one (1.00) Budget Analyst - 12 Month, effective July 1, 2009.
(c) Add one (1.00) Accountant - 12 Month, effective July 1, 2009.

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