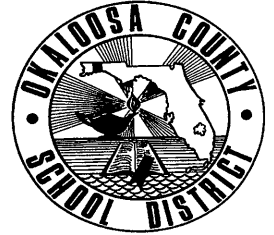
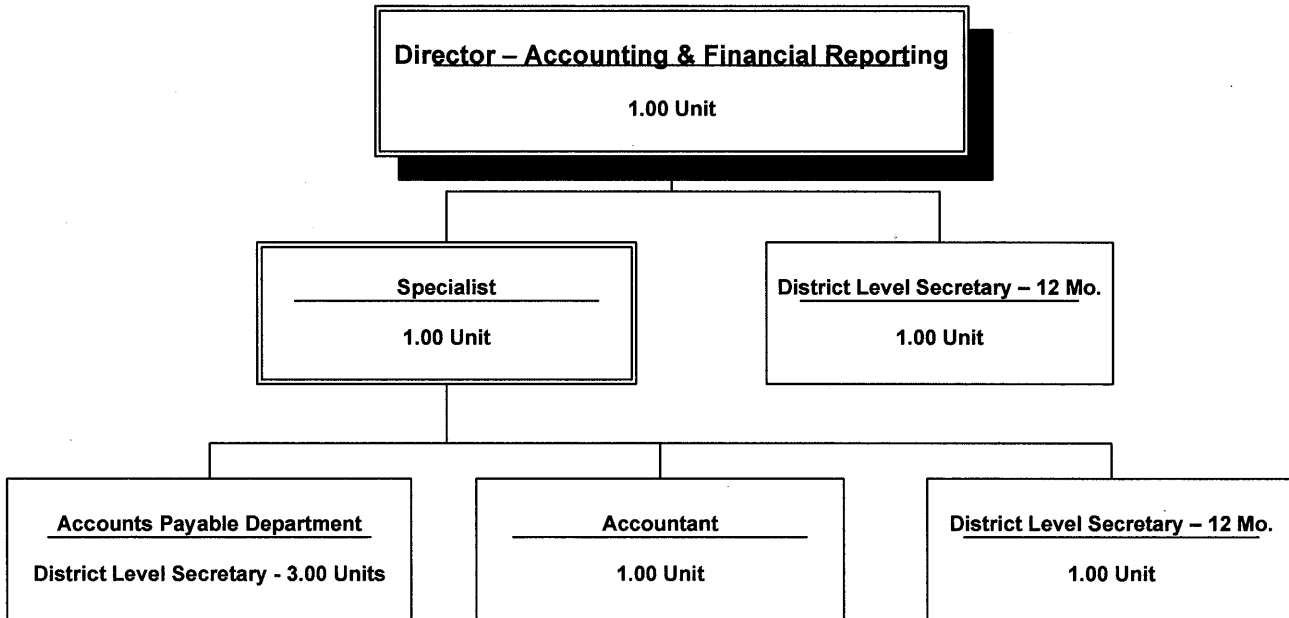


**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**Department Staffing Chart**  
**Accounting & Financial Reporting**  
**Cost Center Number: 9205**  
**Fiscal Year 2009-2010**



## Staffing Chart



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

**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:**

<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	\$ 197,619	\$ 200,083	\$ 2,464
	Instructional	-	-	-
	Non-Instructional	306,312	320,006	13,694
	Subtotal - Salaries & Benefits	503,931	520,089	16,158
300	Purchased Service	13,205	9,700	(3,505)
400	Energy Services	-	-	-
500	Materials & Supplies	7,900	8,000	100
600	Capital Outlay	2,235	2,700	465
700	Other Expenses	1,336	2,350	1,014
900	Transfers/Reserves	-	-	-
	<b>Total Combined Appropriation</b>	\$ 528,607	\$ 542,839	\$ 14,232

<b>STAFFING</b>			
	2008-2009 Recommendation	2009-2010 Recommendation	# Increase (Decrease)
Administrative/Managerial	2.00	2.00	-
Instructional	-	-	-
Non-Instructional	6.00	6.00	-
<b>Total Staff</b>	8.00	8.00	-

**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 2009-2010

MIS 3176

COST CENTER NAME: Accounting & 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)	\$ 3,000		\$ 3,000
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)	259		259
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 - daycare reviews, and fixed asset tagging	7500	FISCAL SERVICES (FINANCE DEPT)	1,100		1,100
0331	OUT OF COUNTY TRAVEL Various DOE Meetings	7500	FISCAL SERVICES (FINANCE DEPT)	250		250
0350	REPAIR AND MAINTENANCE Repair & Maintenance of equipment	7500	FISCAL SERVICES (FINANCE DEPT)	750		750
0360	LEASE AND RENTAL AGREEMENTS Lease copier for department	7500	FISCAL SERVICES (FINANCE DEPT)	1,400		1,400
Sub-Total (Page 1 Only)				\$ 8,255	\$ (1,200)	\$ 7,055
GRAND TOTAL				\$ 27,505	\$ (1,200)	\$ 26,305

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

MIS 3176

COST CENTER NAME: Accounting & 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 accounts payable checks, 1099s and various forms of correspondence	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 5,800		\$ 5,800
0372	TELEPHONE MAINTENANCE Telephone Maintenance	7500	FISCAL SERVICES (FINANCE DEPT)	400		400
0510	SUPPLIES Office Supplies for operations	7500	FISCAL SERVICES (FINANCE DEPT)	8,000		8,000
0642	EQUIPMENT (UNDER \$1,000) Replacement calculators & other equipment if needed	7500	FISCAL SERVICES (FINANCE DEPT)	1,000		1,000
0644	COMPUTER HARDWARE (UNDER \$1,000) Replacement printers, etc	7500	FISCAL SERVICES (FINANCE DEPT)	1,200		1,200
0692	SOFTWARE - NON CAPITALIZED (UNDER \$1,000) Miscellaneous Upgrades as needed	7500	FISCAL SERVICES (FINANCE DEPT)	500		500
0730	DUES AND FEES GFOA & FGFOA membership dues for Director & Specialist	7500	FISCAL SERVICES (FINANCE DEPT)	350		350
0750	OTHER PERSONNEL SERVICES (TEMP) Temporary personnel during peak times	7500	FISCAL SERVICES (FINANCE DEPT)	2,000		2,000
Sub-Total (Page 2 Only)				\$ 19,250	\$ -	\$ 19,250
GRAND TOTAL				\$ 27,505	\$ (1,200)	\$ 26,305

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

MIS 3390

Department Name:	<u>Acct. &amp; 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**

Positions Approved for Fiscal Year 2008-2009:			
Job Title	# of Positions	Average Cost	Total Cost
Accountant - 12 Month	1.00		\$ 63,751
Director - Accounting & Financial Reporting - 12 Month	1.00		123,519
District Level Secretary - 12 Month	5.00		252,700
Specialist - 12 Month	1.00		76,564
<b>(A) Total Positions Approved For FY 2008-2009</b>	<b>8.00</b>		<b>\$ 516,534</b>

**Section B**

Approved Additions, Deletions and/or Changes					
Job Title	Type*	# of Positions		Average Cost	Total Cost
					\$ -
<b>(B) Total Additions, Deletions and/or Changes</b>		<b>-</b>			<b>\$ -</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		\$ 63,751
Director - Accounting & Financial Reporting - 12 Month	1.00		123,519
District Level Secretary - 12 Month	5.00		252,700
Specialist - 12 Month	1.00		76,564
<b>(C) Total Positions Submitted for Approval FY 2009-2010</b>	<b>8.00</b>		<b>\$ 516,534</b>

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