

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2009-2010

DEPARTMENT: School Food Service - Departments & All Schools Combined

COST CENTER: Department 9008 & All Schools

COST CENTER DESCRIPTION:

Responsible for all food service operations; responsible for quality, variety and financial performance.

FUND SOURCE:

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	\$ 2,057,441	\$ 1,884,691	\$ (172,750)
	Instructional	-	-	-
	Non-Instructional	2,933,674	2,788,228	(145,446)
	Subtotal - Salaries & Benefits	<u>4,991,115</u>	<u>4,672,919</u>	<u>(318,196)</u>
300	Purchased Service	180,650	201,512	20,862
400	Energy Services	173,000	266,118	93,118
500	Materials & Supplies	3,140,586	3,157,068	16,482
600	Capital Outlay	10,000	58,112	48,112
700	Other Expenses	231,253	242,182	10,929
900	Transfers/Reserves	-	247,648	247,648
	Total Combined Appropriation	<u>\$ 8,726,604</u>	<u>\$ 8,845,559</u>	<u>\$ 118,955</u>

STAFFING			
	2008-2009 Recommendation	2009-2010 Recommendation	# Increase (Decrease)
Administrative/Managerial	43.60	39.60	(4.00)
Instructional	-	-	-
Non-Instructional	162.00	97.27	(64.73)
Total Staff	<u>205.60</u>	<u>136.87</u>	<u>(68.73)</u>

OTHER INFORMATION:

The Director - School Food Service is the approving authority.

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2009-2010

PROJECT NAME: School Food Service

COST CENTER: 9008

PROJECT DESCRIPTION:

Responsible for all food service operations; responsible for quality, variety and financial performance.

FUND SOURCE: Other Special Revenue Fund-Food Service (Fund 5020)

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	\$ 717,273	\$ 572,804	\$ 144,469
	Instructional	-	-	-
	Non-Instructional	659,126	363,186	(295,940)
	Subtotal - Salaries & Benefits	1,376,399	935,990	(151,471)
300	Purchased Service	180,650	201,512	20,862
400	Energy Services	173,000	266,118	93,118
500	Materials & Supplies	3,140,586	3,157,068	16,482
600	Capital Outlay	10,000	58,112	48,112
700	Other Expenses	231,253	242,182	10,929
900	Transfers/Reserves	-	247,648	247,648
	Total Combined Appropriation	\$ 5,111,888	\$ 5,108,630	\$ 285,680

STAFFING			
	2008-2009 Recommendation	2009-2010 Recommendation	# Increase (Decrease)
Administrative/Managerial	10.60	7.60	(3.00)
Instructional	-	-	-
Non-Instructional	22.00	9.53	(12.47)
Total Staff	32.60	17.13	(15.47)

OTHER INFORMATION:

The Director - School Food Service is the approving authority for this cost center.

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2009-2010

PROJECT NAME: School Food Service-All Schools

PROJECT NUMBER: All Schools

PROJECT DESCRIPTION:

Responsible for all food service operations; responsible for quality, variety and financial performance.

FUND SOURCE: Other Special Revenue Fund-Food Service (Fund 5020)

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	\$ 1,340,168	\$ 1,311,887	\$ 28,281
	Instructional	-	-	-
	Non-Instructional	2,274,548	2,425,042	(150,494)
	Subtotal - Salaries & Benefits	<u>3,614,716</u>	<u>3,736,929</u>	<u>(122,213)</u>
300	Purchased Service	-	-	-
400	Energy Services	-	-	-
500	Materials & Supplies	-	-	-
600	Capital Outlay	-	-	-
700	Other Expenses	-	-	-
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	<u>\$ 3,614,716</u>	<u>\$ 3,736,929</u>	<u>\$ (122,213)</u>

STAFFING			
	2008-2009 Recommendation	2009-2010 Recommendation	# Increase (Decrease)
Administrative/Managerial	33.00	32.00	(1.00)
Instructional	-	-	-
Non-Instructional	140.00	87.74	(52.26)
Total Staff	<u>173.00</u>	<u>119.74</u>	<u>(53.26)</u>

OTHER INFORMATION:

The Director - School Food Service is the approving authority.

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

MIS 3176

COST CENTER NAME: Food Service
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9008
PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0310	PROFESSIONAL & TECHNICAL SERVICE Titan Services, Horizon training, and CRE assistance	7610	FOOD SERVICES - DEPARTMENT	\$ 12,637		\$ 12,637
0330	IN COUNTY TRAVEL Estimates travel to and from cafeterias	7610	FOOD SERVICES - DEPARTMENT	13,825		13,825
0331	OUT OF COUNTY TRAVEL Estimated travel to workshops and conferences	7610	FOOD SERVICES - DEPARTMENT	5,570		5,570
0350	REPAIR AND MAINTENANCE Food Service equipment repair and maintenance cost	7610	FOOD SERVICES - DEPARTMENT	10,782		10,782
0354	VEHICLE REPAIR/MAINTENANCE For Maintenance Only	7610	FOOD SERVICES - DEPARTMENT	9,063		9,063
0363	SEAT MANAGED - COMPUTERS Estimate to cover Central Kitchen and manager's computers	7610	FOOD SERVICES - DEPARTMENT	85,546		85,546
0370	POSTAGE/SHIPPING/TELEGRAM Estimate to cover Central Kitchen and manager's computers	7610	FOOD SERVICES - DEPARTMENT	3,698		3,698
0371	TELEPHONE Estimated postage for Food Service	7610	FOOD SERVICES - DEPARTMENT	13,944		13,944
Sub-Total (Page 1 Only)				\$ 155,065	\$ -	\$ 155,065
GRAND TOTAL				\$ 3,925,592	\$ 247,991	\$ 4,173,583

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

MIS 3176

COST CENTER NAME: Food Service
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9008
PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0373	TELEPHONE LONG DISTANCE Estimates for Central Kitchen and cafeteria telephone services	7610	FOOD SERVICES - DEPARTMENT	\$ 562		\$ 562
0375	CELLULAR TELEPHONE Estimates for Central Kitchen cell users	7610	FOOD SERVICES - DEPARTMENT	6,625		6,625
0381	WATER AND SEWAGE Estimates for Food Services	7610	FOOD SERVICES - DEPARTMENT	3,340		3,340
0382	GARBAGE Estimated use for Central Kitchen and cafeterias	7610	FOOD SERVICES - DEPARTMENT	26,232		26,232
0390	OTHER PURCHASED SVC-PRINT/COPY Estimates for printing and copying	7610	FOOD SERVICES - DEPARTMENT	3,285		3,285
0392	SHIPPING CHARGES Estimated for commodity shipping charges	7610	FOOD SERVICES - DEPARTMENT	5,478		5,478
0393	CONTRACTS-NONPROFESSIONAL SVC Pest Control, fire inspection and equipment maintenance contracts for Central Kitchen and cafeterias	7610	FOOD SERVICES - DEPARTMENT	925		925
0410	NATURAL GAS Estimate for Natural Gas use at Central Kitchen	7610	FOOD SERVICES - DEPARTMENT	30,275		30,275
Sub-Total (Page 2 Only)				\$ 76,722	\$ -	\$ 76,722
GRAND TOTAL				\$ 3,925,592	\$ 247,991	\$ 4,173,583

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

MIS 3176

COST CENTER NAME: Food Service
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9008
PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0430	ELECTRICITY Estimate for Electricity use at Central Kitchen	7610	FOOD SERVICES - DEPARTMENT	\$ 214,452		\$ 214,452
0450	GASOLINE Estimate for gasoline for generators	7610	FOOD SERVICES - DEPARTMENT	4,800		4,800
0460	DIESEL FUEL Estimated fuel use for delivery trucks	7610	FOOD SERVICES - DEPARTMENT	16,591		16,591
0510	SUPPLIES Estimates for office and cleaning supplies	7610	FOOD SERVICES - DEPARTMENT	21,264		21,264
0570	FOOD Estimated food purchases by Central Kitchen and cafeterias	7610	FOOD SERVICES - DEPARTMENT	2,291,701		2,291,701
0572	MILK PURCHASES Estimated Milk purchases by Central Kitchen and cafeterias	7610	FOOD SERVICES - DEPARTMENT	554,103		554,103
0590	OTHER MATERIALS AND SUPPLIES Estimate of non-food purchases by Central Kitchen and cafeterias (food trays, small wares and pans)	7610	FOOD SERVICES - DEPARTMENT	290,000		290,000
0642	EQUIPMENT (UNDER \$1,000) Estimate of cost of unanticipated purchase of small equipment	7610	FOOD SERVICES - DEPARTMENT	13,112		13,112
Sub-Total (Page 3 Only)				\$ 3,406,023	\$ -	\$ 3,406,023
GRAND TOTAL				\$ 3,925,592	\$ 247,991	\$ 4,173,583

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

MIS 3176

COST CENTER NAME: Food Service
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9008
PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0693	SOFTWARE SUBSCRIPTIONS Estimated cost of Horizon software subscriptions	7610	FOOD SERVICES - DEPARTMENT	\$ 45,000		\$ 45,000
0730	DUES AND FEES Health Department, Sunpass, and association fees and dues.	7610	FOOD SERVICES - DEPARTMENT	40,000		40,000
0750	OTHER PERSONNEL SERVICES (TEMP) Temporary and substitute employees	7610	FOOD SERVICES - DEPARTMENT	65,000	-	65,000
0791	INDIRECT COST	7610	FOOD SERVICES - DEPARTMENT	137,182		137,182
0220	FICA (SOCIAL SECURITY) FICA	7610	FOOD SERVICES - DEPARTMENT	600	343	943
0990	FUND BALANCE-UNAPPROPRIATED Reserve	7610	FOOD SERVICES - DEPARTMENT	-	247,648	247,648
	Sub-Total (Page 4 Only)			\$ 287,782	\$ 247,991	\$ 535,773
	GRAND TOTAL			\$ 3,925,592	\$ 247,991	\$ 4,173,583

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

MIS 3390

Department Name: School Food Service
Cost Center No.: 9008
Project Name: Regular Operations - Departments
Fund Number : 5020
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
Central Kitchen Production Manager - 12 Month	1.00		\$ 60,561
Central Kitchen Supervisor - 10 Month	1.00		35,613
Central Kitchen Supervisor - 12 Month	1.00		53,399
Central Kitchen Worker - 9 Month	13.95		414,625
Custodian - 12 Month	0.53		12,514
Delivery Food Service Personnel - 9 Month	2.00		45,682
Delivery Food Service Personnel - 12 Month	3.00		136,844
Director - Food Service - 12 Month	0.60		77,812
District Level Clerk - 12 Month	2.00		81,532
District Level Secretary - 12 Month	1.00		38,676
Manager - Staff Training and Development - 12 Month	1.00		57,578
Specialist - Central Production Facility - 12 Month	1.00		103,056
Specialist - Other - 12 Month	1.00		106,451
Specialist - School Food Operations - 12 Month	1.00		103,247
Warehouse Manager - 12 Month	1.00		65,001
(A) Total Positions Approved For FY 2008-2009	31.08		\$ 1,392,591

Section B

Approved Additions, Deletions and/or Changes				
Job Title	Type*	# of Positions	Average Cost	Total Cost
Central Kitchen Supervisor - 10 Month	D	(1.00)	a	\$ (35,613)
Central Kitchen Supervisor - 12 Month	D	(1.00)	b	(53,399)
Central Kitchen Production Manager - 12 Month	A	1.00	c	58,770
Central Kitchen Worker - 9 Month	D	(13.95)	d	(414,625)
District Level Clerk - 12 Month	A	2.00	e	70,784
Delivery Food Service Personnel - 9 Month	A	1.00	f	21,675
Delivery Food Service Personnel - 9 Month	D	(1.00)	g	(21,675)
District Level Clerk - 12 Month	D	(1.00)	h	(23,789)
Specialist - School Food Operations - 12 Month	D	(1.00)	i	(103,247)
Central Kitchen Production Manager - 12 Month	D	(2.00)	j	(119,331)
Manager - Staff Training and Development - 12 Month	D	(1.00)	k	(57,578)
Specialist - Central Production Facility - 12 Month	D	(1.00)	l	(103,056)
Field Supervisor - Food Service - 12 Month	A	5.00	m	323,540
(B) Total Additions, Deletions and/or Changes		(13.95)		\$ (457,544)

Section C

Positions Submitted for Approval for Fiscal Year 2009-2010			
Job Title	# of Positions	Average Cost	Total Cost
Custodian - 12 Month	0.53		\$ 12,514
Delivery Food Service Personnel - 9 Month	2.00		45,682
Delivery Food Service Personnel - 12 Month	3.00		136,844
Director - Food Service - 12 Month	0.60		77,812
District Level Clerk - 12 Month	3.00		128,527
District Level Secretary - 12 Month	1.00		38,676
Field Supervisor - Food Service - 12 Month	5.00		323,540
Specialist - Other - 12 Month	1.00		106,451
Warehouse Manager - 12 Month	1.00		65,001
(C) Total Positions Submitted for Approval FY 2009-2010	17.13		\$ 935,047

*Number of Positions" converted to full-time equivalency.

- (a) Deleted one (1.0) Central Kitchen Supervisor - 10 Month effective July 1, 2008.
- (b) Deleted one (1.0) Central Kitchen Supervisor - 12 Month effective July 1, 2008.
- (c) Added one (1.0) Central Kitchen Production Manager - 12 Month effective July 1, 2008.
- (d) Deleted thirteen and ninety-five percent (13.95) Central Kitchen Workers - 9 Month due to reorganization of central kitchen: 6.51 effective August 2008, 2.79 effective September 2008, 0.93 effective October 2008, 0.93 effective November 2008, and 2.79 effective December 2008.
- (e) Added two (2.0) District Level Clerk - 12 Month effective October 1, 2008 and October 13, 2008.
- (f) Added one (1.0) Delivery Food Service Personnel - 9 Month effective December 2, 2008.
- (g) Deleted one (1.0) Delivery Food Service Personnel - 9 Month effective March 26, 2009.
- (h) Deleted one (1.0) District Level Clerk - 12 Month effective May 1, 2009.
- (i) Deleted one (1.0) Specialist - School Food Operations - 12 Month effective July 1, 2009.
- (j) Deleted two (2.0) Central Kitchen Production Managers - 12 Month effective July 1, 2009.
- (k) Deleted one (1.0) Manager - Staff Training and Development - 12 Month effective July 1, 2009.
- (l) Deleted one (1.0) Specialist - Central Production Facility - 12 Month effective July 1, 2009.
- (m) Add five (5.0) Field Supervisor - Food Service - 12 Month effective July 1, 2009.

***Note:**

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

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

MIS 3390

Department Name:	School Food Service - All Schools
Cost Center No.:	Various
Project Name:	Regular Operations - Departments
Fund Number :	5020
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
Lunchroom Worker - 9 Month	67.36		\$ 1,949,196
Lunchroom Worker - 9 Month - Less than 4 Hours	16.13		326,471
Manager, School Food Service - 9 Month	32.00		1,311,887
(A) Total Positions Approved For FY 2008-2009	115.49		\$ 3,587,554

Section B

Approved Additions, Deletions and/or Changes					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Assistant Lunchroom Manager - 9 Month	A	1.86	a		\$ 69,880
Assistant Lunchroom Manager - 9 Month	D	(0.93)	a		(35,890)
Assistant Lunchroom Manager - 9 Month	D	(0.13)	a		(4,451)
Lunchroom Worker - 9 Month	A	5.75	a		166,383
Lunchroom Worker - 9 Month - Less than 4 Hours	D	(2.30)	a		(46,547)
(B) Total Additions, Deletions and/or Changes		4.25			\$ 149,375

Section C

Positions Submitted for Approval for Fiscal Year 2009-2010			
Job Title	# of Positions	Average Cost	Total Cost
Assistant Lunchroom Manager - 9 Month	0.80		\$ 29,539
Lunchroom Worker - 9 Month	73.11		2,115,579
Lunchroom Worker - 9 Month - Less than 4 Hours	13.83		279,924
Manager, School Food Service - 9 Month	32.00		1,311,887
(C) Total Positions Submitted for Approval FY 2009-2010	119.74		\$ 3,736,929

"Number of Positions" converted to full-time equivalency.

(a) Effective changes per department request for Fiscal Year 2008-2009.

***Note:**

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