

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2010-2011

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

APPROPRIATIONS AND STAFFING:

| APPROPRIATIONS | | | | |
|----------------------------|-------------------------------------|---|------------------------------------|-------------------------------|
| <u>Object Group Number</u> | <u>Object Group Name</u> | <u>Original 2009-2010 Appropriation</u> | <u>2010-2011 Appropriation</u> | <u>\$ Increase (Decrease)</u> |
| 100 / 200 | Salaries & Benefits | | | |
| | Administrative/Managerial | \$ 1,575,377 | \$ 1,383,367 | \$ (192,010) |
| | Educational Support | 2,788,228 | 2,469,846 | (318,382) |
| | Instructional | - | - | - |
| | Professional / Technical | 309,314 | 187,616 | (121,698) |
| | Subtotal - Salaries & Benefits | <u>4,672,919</u> | <u>4,040,829</u> | <u>(632,090)</u> |
| 300 | Purchased Service | 201,512 | 3,788,823 | 3,587,311 |
| 400 | Energy Services | 266,118 | 140,650 | (125,468) |
| 500 | Materials & Supplies | 3,157,068 | 32,750 | (3,124,318) |
| 600 | Capital Outlay | 58,112 | 53,000 | (5,112) |
| 700 | Other Expenses | 242,182 | 216,000 | (26,182) |
| 900 | Transfers/Reserves | 247,648 | 355,668 | 108,020 |
| | Total Combined Appropriation | <u>\$ 8,845,559</u> | <u>\$ 8,627,720</u> | <u>\$ (217,839)</u> |

| STAFFING | | | |
|---------------------------|-------------------------------------|-------------------------------------|------------------------------|
| | <u>2009-2010 Recommendation</u> | <u>2010-2011 Recommendation</u> | <u># Increase (Decrease)</u> |
| Administrative/Managerial | 34.60 | 31.60 | (3.00) |
| Educational Support | 97.27 | 77.70 | (19.57) |
| Instructional | - | - | - |
| Professional / Technical | 5.00 | 3.00 | (2.00) |
| Total Staff | <u>136.87</u> | <u>112.30</u> | <u>(24.57)</u> |

OTHER INFORMATION:

The Director - School Food Service is the approving authority.

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2010-2011

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 2009-2010 Appropriation | 2010-2011 Appropriation | \$ Increase (Decrease) |
| 100 / 200 | Salaries & Benefits | | | |
| | Administrative/Managerial | \$ 263,490 | \$ 142,511 | \$ (120,979) |
| | Educational Support | 363,186 | 351,736 | (11,450) |
| | Instructional | - | - | - |
| | Professional / Technical | 309,314 | 187,616 | (121,698) |
| | Subtotal - Salaries & Benefits | <u>935,990</u> | <u>681,863</u> | <u>(254,127)</u> |
| 300 | Purchased Service | 201,512 | 3,788,823 | 3,587,311 |
| 400 | Energy Services | 266,118 | 140,650 | (125,468) |
| 500 | Materials & Supplies | 3,157,068 | 32,750 | (3,124,318) |
| 600 | Capital Outlay | 58,112 | 53,000 | (5,112) |
| 700 | Other Expenses | 242,182 | 216,000 | (26,182) |
| 900 | Transfers/Reserves | 247,648 | 355,668 | 108,020 |
| | Total Combined Appropriation | <u>\$ 5,108,630</u> | <u>\$ 5,268,754</u> | <u>\$ 160,124</u> |

| STAFFING | | | |
|---------------------------|-----------------------------|-----------------------------|-----------------------|
| | 2009-2010 Recommendation | 2010-2011 Recommendation | # Increase (Decrease) |
| Administrative/Managerial | 2.60 | 1.60 | (1.00) |
| Educational Support | 9.53 | 8.53 | (1.00) |
| Instructional | - | - | - |
| Professional / Technical | 5.00 | 3.00 | (2.00) |
| Total Staff | <u>17.13</u> | <u>13.13</u> | <u>(4.00)</u> |

OTHER INFORMATION:

The Director - School Food Service is the approving authority.

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2010-2011

PROJECT NAME: School Food Service

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 | | | | |
|----------------------------|-------------------------------------|---|------------------------------------|-------------------------------|
| <u>Object Group Number</u> | <u>Object Group Name</u> | <u>Original 2009-2010 Appropriation</u> | <u>2010-2011 Appropriation</u> | <u>\$ Increase (Decrease)</u> |
| 100 / 200 | Salaries & Benefits | | | |
| | Administrative/Managerial | \$ 1,311,887 | \$ 1,240,856 | \$ (71,031) |
| | Educational Support | 2,425,042 | 2,118,110 | (306,932) |
| | Instructional | - | - | - |
| | Professional / Technical | - | - | - |
| | Subtotal - Salaries & Benefits | <u>3,736,929</u> | <u>3,358,966</u> | <u>(377,963)</u> |
| 300 | Purchased Service | - | - | - |
| 400 | Energy Services | - | - | - |
| 500 | Materials & Supplies | - | - | - |
| 600 | Capital Outlay | - | - | - |
| 700 | Other Expenses | - | - | - |
| 900 | Transfers/Reserves | - | - | - |
| | Total Combined Appropriation | <u>\$ 3,736,929</u> | <u>\$ 3,358,966</u> | <u>\$ (377,963)</u> |

| STAFFING | | | |
|---------------------------|-------------------------------------|-------------------------------------|------------------------------|
| | <u>2009-2010 Recommendation</u> | <u>2010-2011 Recommendation</u> | <u># Increase (Decrease)</u> |
| Administrative/Managerial | 32.00 | 30.00 | (2.00) |
| Educational Support | 87.74 | 69.17 | (18.57) |
| Instructional | - | - | - |
| Professional / Technical | - | - | - |
| Total Staff | <u>119.74</u> | <u>99.17</u> | <u>(20.57)</u> |

OTHER INFORMATION:

The Director - School Food Service is the approving authority.

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2010-2011

MIS 3176

COST CENTER NAME: School 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 Professional services - payment to Sodexo Inc. & other | 7610 | FOOD SERVICES - DEPARTMENT | \$ 3,614,967 | | \$ 3,614,967 |
| 0330 | IN COUNTY TRAVEL Travel for department head and field supervisors between schools | 7610 | FOOD SERVICES - DEPARTMENT | 16,000 | | 16,000 |
| 0331 | OUT OF COUNTY TRAVEL Travel to training and Food Service conferences | 7610 | FOOD SERVICES - DEPARTMENT | 4,600 | | 4,600 |
| 0354 | VEHICLE REPAIR/MAINTENANCE Vehicle repair for Food Service refrigerated trucks | 7610 | FOOD SERVICES - DEPARTMENT | 8,000 | | 8,000 |
| 0360 | LEASE AND RENTAL AGREEMENTS Lease agreement for copy machine | 7610 | FOOD SERVICES - DEPARTMENT | 2,400 | | 2,400 |
| 0363 | SEAT MANAGED - COMPUTERS Lease agreement for Food Service POS and computers | 7610 | FOOD SERVICES - DEPARTMENT | 112,808 | | 112,808 |
| 0370 | POSTAGE/SHIPPING/TELEGRAM Postage mailing for free & reduced, collection, and other mailings | 7610 | FOOD SERVICES - DEPARTMENT | 3,000 | | 3,000 |
| 0371 | TELEPHONE Service in cafeterias and central kitchen | 7610 | FOOD SERVICES - DEPARTMENT | 9,820 | | 9,820 |
| Sub-Total (Page 1 Only) | | | | \$ 3,771,595 | \$ - | \$ 3,771,595 |
| GRAND TOTAL | | | | \$ 4,488,770 | \$ 98,421 | \$ 4,587,191 |

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2010-2011

MIS 3176

COST CENTER NAME: School 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 |
|-------------------------|---|------|----------------------------|------------------|------------|-----------------------|
| 0372 | TELEPHONE MAINTENANCE Repair of telephone service | 7610 | FOOD SERVICES - DEPARTMENT | \$ 250 | | \$ 250 |
| 0373 | TELEPHONE LONG DISTANCE Long distance service at the central nutrition center | 7610 | FOOD SERVICES - DEPARTMENT | 200 | | 200 |
| 0375 | CELLULAR TELEPHONE Department head and supervisors cellular telephone stipend | 7610 | FOOD SERVICES - DEPARTMENT | 3,915 | | 3,915 |
| 0381 | WATER AND SEWAGE Water and sewage at the nutrition center | 7610 | FOOD SERVICES - DEPARTMENT | 2,520 | | 2,520 |
| 0382 | GARBAGE Garbage for nutrition center | 7610 | FOOD SERVICES - DEPARTMENT | 9,843 | | 9,843 |
| 0390 | OTHER PURCHASED SVC-PRINT/COPY Menus, parent letters, flyers and other information | 7610 | FOOD SERVICES - DEPARTMENT | 500 | | 500 |
| 0410 | NATURAL GAS Natural gas for the nutrition center | 7610 | FOOD SERVICES - DEPARTMENT | 20,300 | | 20,300 |
| 0430 | ELECTRICITY Electric service for the nutrition center | 7610 | FOOD SERVICES - DEPARTMENT | 108,000 | | 108,000 |
| Sub-Total (Page 2 Only) | | | | \$ 145,528 | \$ - | \$ 145,528 |
| GRAND TOTAL | | | | \$ 4,488,770 | \$ 98,421 | \$ 4,587,191 |

SCHOOL DISTRICT OF OKALOOSA COUNTY
 BUDGET ADJUSTMENT SHEET
 FISCAL YEAR 2010-2011

MIS 3176

COST CENTER NAME: School 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 |
|-------------------------|---|------|----------------------------|------------------|------------|-----------------------|
| 0450 | GASOLINE Food delivery and transportation for supervisors | 7610 | FOOD SERVICES - DEPARTMENT | \$ 2,100 | | \$ 2,100 |
| 0460 | DIESEL FUEL Fuel for food service delivery trucks | 7610 | FOOD SERVICES - DEPARTMENT | 10,250 | | 10,250 |
| 0510 | SUPPLIES Consumable supplies for cafeterias and central kitchen | 7610 | FOOD SERVICES - DEPARTMENT | 32,500 | | 32,500 |
| 0550 | REPAIR PARTS Vehicle repairs | 7610 | FOOD SERVICES - DEPARTMENT | 250 | | 250 |
| 0652 | OTHER MOTOR VEHICLES Purchase of two cargo vans and one passenger van to be used for food delivery and supervisor travel | 7610 | FOOD SERVICES - DEPARTMENT | 50,000 | | 50,000 |
| 0693 | SOFTWARE SUBSCRIPTIONS MCS and My Fundamentals software | 7610 | FOOD SERVICES - DEPARTMENT | 3,000 | | 3,000 |
| 0730 | DUES AND FEES Bank analysis fees and health department fees and tolls | 7610 | FOOD SERVICES - DEPARTMENT | 45,000 | | 45,000 |
| 0731 | ONLINE CREDIT CARD FEES | 7610 | FOOD SERVICES - DEPARTMENT | 36,000 | | 36,000 |
| Sub-Total (Page 3 Only) | | | | \$ 179,100 | \$ - | \$ 179,100 |
| GRAND TOTAL | | | | \$ 4,488,770 | \$ 98,421 | \$ 4,587,191 |

SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Summary
Fiscal Year 2010-2011

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 2009-2010: | | | |
|--|----------------|--------------|-------------------|
| Job Title | # of Positions | Average Cost | Total Cost |
| Custodian - 12 Month | 0.53 | | \$ 13,076 |
| Delivery Food Service Personnel - 9 Month | 2.00 | | 22,563 |
| Delivery Food Service Personnel - 12 Month | 3.00 | | 139,697 |
| Director - Food Service - 12 Month | 0.60 | | 76,101 |
| District Level Clerk - 12 Month | 3.00 | | 132,148 |
| District Level Secretary - 12 Month | 1.00 | | 33,628 |
| Field Supervisor - Food Service - 12 Month | 5.00 | | 293,356 |
| Specialist - Other - 12 Month | 1.00 | | 109,001 |
| Warehouse Manager - 12 Month | 1.00 | | 66,110 |
| | | | |
| | | | |
| | | | |
| (A) Total Positions Approved For FY 2009-2010 | 17.13 | | \$ 885,680 |

Section B-1

| Approved Additions, Deletions and/or Changes - Fiscal Year 2009-2010 | | | | |
|--|-------|----------------|--------------|---------------------|
| Job Title | Type* | # of Positions | Average Cost | Total Cost |
| Field Supervisor - Food Service - 12 Month | D | (1.00) a | | \$ (52,870) |
| Delivery Food Service Personnel - 12 Month | D | (1.00) b | | (45,930) |
| Field Supervisor - Food Service - 12 Month | D | (1.00) c | | (52,870) |
| Delivery Food Service Personnel - 9 Month | D | (1.00) d | | (22,915) |
| Accountant - 12 Month | A | 1.00 e | | 56,554 |
| Specialist - Other - 12 Month | D | (1.00) f | | (109,001) |
| | | | | |
| (B-1) Total Approved Additions, Deletions, Changes | | (4.00) | | \$ (227,032) |

Section B-2

| Requested Additions, Deletions and/or Changes - Fiscal Year 2010-2011 | | | | |
|---|-------|----------------|--------------|-------------|
| Job Title | Type* | # of Positions | Average Cost | Total Cost |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| (B) Total Requested Additions, Deletions, Changes | | - | | \$ - |

Section C

| Positions Submitted for Approval for Fiscal Year 2010-2011 | | | |
|--|----------------|--------------|-------------------|
| Job Title | # of Positions | Average Cost | Total Cost |
| Accountant - 12 Month | 1.00 | | \$ 56,554 |
| Custodian - 12 Month | 0.53 | | 13,076 |
| Delivery Food Service Personnel - 9 Month | 1.00 | | 22,563 |
| Delivery Food Service Personnel - 12 Month | 2.00 | | 93,767 |
| Director - Food Service - 12 Month | 0.60 | | 76,101 |
| District Level Clerk - 12 Month | 3.00 | | 132,148 |
| District Level Secretary - 12 Month | 1.00 | | 33,628 |
| Field Supervisor - Food Service - 12 Month | 3.00 | | 187,616 |
| Warehouse Manager - 12 Month | 1.00 | | 66,110 |
| | | | |
| (C) Total Positions Submitted for Approval FY 2010-2011 | 13.13 | | \$ 681,563 |

***Note:**

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

- (a) Deleted 1.00 Field Supervisor - Food Service - 12 Month effective July 1, 2009.
- (b) Deleted 1.00 Delivery Food Service Personnel - 12 Month effective September 1, 2009.
- (c) Deleted 1.00 Field Supervisor - Food Service - 12 Month effective October 23, 2009.
- (d) Deleted 1.00 Delivery Food Service Personnel - 9 Month effective November 19, 2009.
- (e) Added 1.00 Accountant - 12 Month effective December 1, 2009.
- (f) Deleted 1.00 Specialist - Other - 12 Month effective May 1, 2010.

SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Summary
Fiscal Year 2010-2011

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 2009-2010: | | | |
|--|----------------|--------------|---------------------|
| Job Title | # of Positions | Average Cost | Total Cost |
| Assistant Lunchroom Manager - 9 Month | 0.80 | | \$ 30,904 |
| Lunchroom Worker - 9 Month | 73.11 | | 2,198,328 |
| Lunchroom Worker - 9 Month - Less than 4 hours | 13.83 | | 281,571 |
| Manager, School Food Service - 9 Month | 32.00 | | 1,332,611 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| (A) Total Positions Approved For FY 2009-2010 | 119.74 | | \$ 3,843,414 |

Section B-1

| Approved Additions, Deletions and/or Changes - Fiscal Year 2009-2010 | | | | |
|---|-------|----------------|--------------|---------------------|
| Job Title | Type* | # of Positions | Average Cost | Total Cost |
| Assistant Lunchroom Manager - 9 Month | A | 1.00 | a | \$ 26,753 |
| Lunchroom Worker - 9 Month | D | (4.43) | b | (90,193) |
| Lunchroom Worker - 9 Month - Less than 4 hours | D | (8.15) | b | (165,930) |
| Assistant Lunchroom Manager - 9 Month | A | 0.20 | c | 5,896 |
| | | | | |
| (B-1) Total Approved Additions, Deletions, Changes | | (11.38) | | \$ (223,474) |

Section B-2

| Requested Additions, Deletions and/or Changes - Fiscal Year 2010-2011 | | | | |
|--|-------|----------------|--------------|---------------------|
| Job Title | Type* | # of Positions | Average Cost | Total Cost |
| Lunchroom Worker - 9 Month | D | (4.39) | d | \$ (89,379) |
| Lunchroom Worker - 9 Month - Less than 4 hours | D | (0.80) | d | (16,287) |
| Manager, School Food Service - 9 Month | D | (4.00) | e | (155,308) |
| | | | | |
| (B) Total Requested Additions, Deletions, Changes | | (9.19) | | \$ (260,974) |

Section C

| Positions Submitted for Approval for Fiscal Year 2010-2011 | | | |
|---|----------------|--------------|---------------------|
| Job Title | # of Positions | Average Cost | Total Cost |
| Assistant Lunchroom Manager - 9 Month | 2.00 | | \$ 63,553 |
| Lunchroom Worker - 9 Month | 67.88 | | 2,018,756 |
| Lunchroom Worker - 9 Month - Less than 4 hours | 1.29 | | 99,354 |
| Manager, School Food Service - 9 Month | 28.00 | | 1,177,303 |
| | | | |
| | | | |
| | | | |
| | | | |
| (C) Total Positions Submitted for Approval FY 2010-2011 | 99.17 | | \$ 3,358,966 |

***Note:**

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

- (a) Added 1.00 Assistant Lunchroom Manager - 9 Month effective November 5, 2009.
- (b) Effective changes per department requests for Fiscal Year 2009-2010.
- (c) Added 0.20 Assistant Lunchroom Manager - 9 Month effective March 1, 2010.
- (d) Delete 4.39 Lunchroom Worker - 9 Month and 0.80 Lunchroom Worker - 9 Month - Less than 4 hours effective August 4, 2010.
- (e) Delete 4.00 Manager, School Food Service - 9 Month effective August 4, 2010.