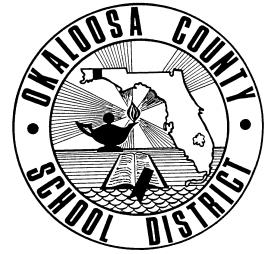
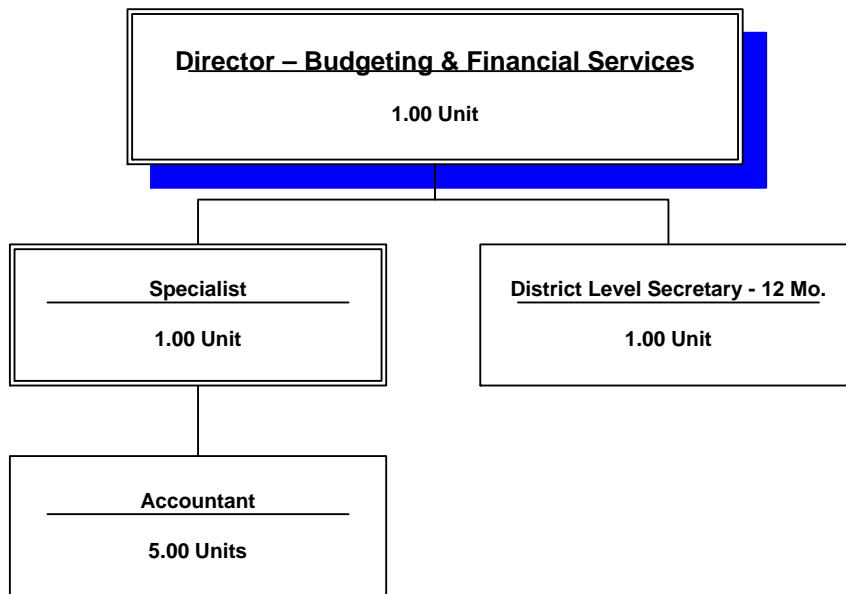


**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**Department Staffing Chart**  
*Budgeting & Financial Services*  
**Cost Center Number: 9105**  
**Fiscal Year 2011-2012**

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## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2011-2012**

**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:**

<b>APPROPRIATIONS</b>				
Object Group Number	Object Group Name	Original 2010-2011 Appropriation	2011-2012 Appropriation	\$ Increase (Decrease)
<b>100 / 200</b>	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 194,302	\$ 193,722	\$ (580)
	Educational Support	290,459	327,651	37,192
	Instructional	-	-	-
	Professional/Technical	-	-	-
	<b>Subtotal - Salaries &amp; Benefits</b>	484,761	521,373	36,612
<b>300</b>	<b>Purchased Service</b>	8,450	5,450	(3,000)
<b>400</b>	<b>Energy Services</b>	-	-	-
<b>500</b>	<b>Materials &amp; Supplies</b>	8,500	8,000	(500)
<b>600</b>	<b>Capital Outlay</b>	2,500	2,500	-
<b>700</b>	<b>Other Expenses</b>	2,250	2,250	-
<b>900</b>	<b>Transfers/Reserves</b>	-	-	-
	<b>Total Combined Appropriation</b>	\$ 506,461	\$ 539,573	\$ 33,112

<b>STAFFING</b>			
	2010-2011 Recommendation	2011-2012 Recommendation	# Increase (Decrease)
Administrative/Managerial	2.00	2.00	-
Educational Support	5.00	6.00	1.00
Instructional	-	-	-
Professional/Technical	-	-	-
<b>Total Staff</b>	7.00	8.00	1.00

**OTHER INFORMATION:**

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

Note:

The change in number of positions does not represent an increase in staff. Stabilization - Project 1460 was used to pay for 1.00 Accountant position in fiscal year 2010-2011.

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 BUDGET ADJUSTMENT SHEET  
 FISCAL YEAR 2011-2012

MIS 3176

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 and peak periods	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 17,500		\$ 17,500
0210	FLORIDA RETIREMENT SYSTEM Retirement for Overtime	7500	FISCAL SERVICES (FINANCE DEPT)	875		875
0220	FICA (SOCIAL SECURITY) FICA for overtime and temporary employees	7500	FISCAL SERVICES (FINANCE DEPT)	1,368		1,368
0330	IN COUNTY TRAVEL Reimbursement for travel to meetings and schools	7500	FISCAL SERVICES (FINANCE DEPT)	250		250
0350	REPAIR AND MAINTENANCE Repair and maintenance of equipment	7500	FISCAL SERVICES (FINANCE DEPT)	1,000		1,000
0360	LEASE AND RENTAL AGREEMENTS Lease of copier	7500	FISCAL SERVICES (FINANCE DEPT)	2,000		2,000
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)	2,000		2,000
Sub-Total (Page 1 Only)				\$ 25,193	\$ -	\$ 25,193
GRAND TOTAL				\$ 37,943	\$ -	\$ 37,943

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 BUDGET ADJUSTMENT SHEET  
 FISCAL YEAR 2011-2012

MIS 3176

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
0510	SUPPLIES Materials and supplies	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 8,000		\$ 8,000
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, backup devices, and other computer hardware	7500	FISCAL SERVICES (FINANCE DEPT)	1,000		1,000
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 dues	7500	FISCAL SERVICES (FINANCE DEPT)	250		250
0750	OTHER PERSONNEL SERVICES (TEMP) Temporary employees for seasonal and peak periods	7500	FISCAL SERVICES (FINANCE DEPT)	2,000		2,000
	Sub-Total (Page 2 Only)			\$ 12,750	\$ -	\$ 12,750
	GRAND TOTAL			\$ 37,943	\$ -	\$ 37,943

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 Department Staffing Summary  
 Fiscal Year 2011-2012

MIS 3390

Department Name: Budgeting & Financial Services  
 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 2010-2011:			
Job Title	# of Positions	Average Cost	Total Cost
Accountant - 12 Month	4.00		\$ 222,163
Director - Budgeting & Financial Services - 12 Month	1.00		97,804
District Level Secretary - 12 Month	1.00		42,447
Specialist - 12 Month	1.00		95,918
<b>(A) Total Positions Approved For FY 2010-2011</b>	<b>7.00</b>		<b>\$ 458,332</b>

**Section B-1**

Approved Additions, Deletions and/or Changes - Fiscal Year 2010-2011				
Job Title	Type*	# of Positions	Average Cost	Total Cost
<b>(B-1) Total Approved Additions, Deletions, Changes</b>		-		\$ -

**Section B-2**

Requested Additions, Deletions and/or Changes - Fiscal Year 2011-2012				
Job Title	Type*	# of Positions	Average Cost	Total Cost
Accountant - 12 Month	T	1.00	a	\$ 43,298
<b>(B) Total Requested Additions, Deletions, Changes</b>		<b>1.00</b>		<b>\$ 43,298</b>

**Section C**

Positions Submitted for Approval for Fiscal Year 2011-2012			
Job Title	# of Positions	Average Cost	Total Cost
Accountant - 12 Month	5.00		\$ 265,461
Director - Budgeting & Financial Services - 12 Month	1.00		97,804
District Level Secretary - 12 Month	1.00		42,447
Specialist - 12 Month	1.00		95,918
<b>(C) Total Positions Submitted for Approval FY 2011-2012</b>	<b>8.00</b>		<b>\$ 501,630</b>

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

(a) Transfer 1.00 Accountant - 12 Month from Project 1460 - Stabilization - Education - K-12 effective July 1, 2011.