

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2011-2012

PROJECT NAME: **Print Shop**

PROJECT NUMBER: **9121**

PROJECT DESCRIPTION:
Provides printing services to schools and departments.

FUND SOURCE: Reimbursement - Schools and Departments

APPROPRIATIONS AND STAFFING:

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2010-2011 Appropriation	2011-2012 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 53,661	\$ 37,861	\$ (15,800)
	Educational Support	146,521	144,782	(1,739)
	Instructional	-	-	-
	Professional / Technical	-	-	-
	Subtotal - Salaries & Benefits	200,182	182,643	(17,539)
300	Purchased Service	89,000	75,000	(14,000)
400	Energy Services	-	-	-
500	Materials & Supplies	85,018	37,157	(47,861)
600	Capital Outlay	-	-	-
700	Other Expenses	800	-	(800)
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	\$ 375,000	\$ 294,800	\$ (80,200)

STAFFING			
	2010-2011 Recommendation	2011-2012 Recommendation	# Increase (Decrease)
Administrative/Managerial	0.70	0.50	(0.20)
Educational Support	3.53	3.53	-
Instructional	-	-	-
Professional / Technical	-	-	-
Total Staff	4.23	4.03	(0.20)

OTHER INFORMATION:

The Supervisor - Print Shop, with the oversight from the Deputy Superintendent - Curriculum, Instruction, and Assessment is the approving authority for this project.

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

MIS 3176

COST CENTER NAME: Print Shop

CENTER NUMBER: 9121

PROJECT NAME: Print Shop

PROJECT NUMBER: 9121

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0130	SALARY - OVERTIME Overtime for employees during busy season	7760	INTERNAL SVC (PURCH/WAREHOUSE)	\$ 3,000		\$ 3,000
0210	FLORIDA RETIREMENT SYSTEM Benefits for overtime	7760	INTERNAL SVC (PURCH/WAREHOUSE)	323	(173)	150
0220	FICA (SOCIAL SECURITY) FICA for overtime	7760	INTERNAL SVC (PURCH/WAREHOUSE)	230		230
0350	REPAIR AND MAINTENANCE Service agreement with Xerox and Ron's Litho for service on copiers and collator	7760	INTERNAL SVC (PURCH/WAREHOUSE)	45,000		45,000
0370	POSTAGE/SHIPPING/TELEGRAM Meter postage and bulk mail for administration complex and schools	7760	INTERNAL SVC (PURCH/WAREHOUSE)	30,000	(10,000)	20,000
0390	OTHER PURCHASED SVC-PRINT/COPY Printing with outside sources	7760	INTERNAL SVC (PURCH/WAREHOUSE)	10,000		10,000
0510	SUPPLIES Paper supplies for printing	7760	INTERNAL SVC (PURCH/WAREHOUSE)	75,000	(37,843)	37,157
Sub-Total (Page 1 Only)				\$ 163,553	\$ (48,016)	\$ 115,537
GRAND TOTAL				\$ 163,553	\$ (48,016)	\$ 115,537

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

MIS 3390

Department Name: Print Shop
Cost Center No.: 9121
Project Name: Print Shop
Fund Number : 1010
Project Number: 9121
Type Funding: Reimbursement - Schools and Departments

Section A

Positions Approved for Fiscal Year 2010-2011:			
Job Title	# of Positions	Average Cost	Total Cost
District Level Clerk - 12 Month	0.53		\$ 16,506
Printing Press Operator - 12 Month	3.00		124,896
Supervisor, Print Shop/Custodian/Grounds - 12 Month	0.70		53,005
(A) Total Positions Approved For FY 2010-2011	4.23		\$ 194,407

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2010-2011					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Supervisor, Print Shop/Custodian/Grounds - 12 Month	T	(0.20)	a		\$ (15,144)
(B-1) Total Approved Additions, Deletions, Changes		(0.20)			\$ (15,144)

Section B-2

Requested Additions, Deletions and/or Changes - Fiscal Year 2011-2012					
Job Title	Type*	# of Positions		Average Cost	Total Cost
(B) Total Requested Additions, Deletions, Changes		-		-	\$ -

Section C

Positions Submitted for Approval for Fiscal Year 2011-2012			
Job Title	# of Positions	Average Cost	Total Cost
District Level Clerk - 12 Month	0.53		\$ 16,506
Printing Press Operator - 12 Month	3.00		124,896
Supervisor, Print Shop/Custodian/Grounds - 12 Month	0.50		37,861
(C) Total Positions Submitted for Approval FY 2011-2012	4.03		\$ 179,263

***Note:**

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

(a) Transfer 0.20 Supervisor, Print Shop/Custodian/Grounds - 12 Month to Department 9055 - Bay Area Office effective July 1, 2010.