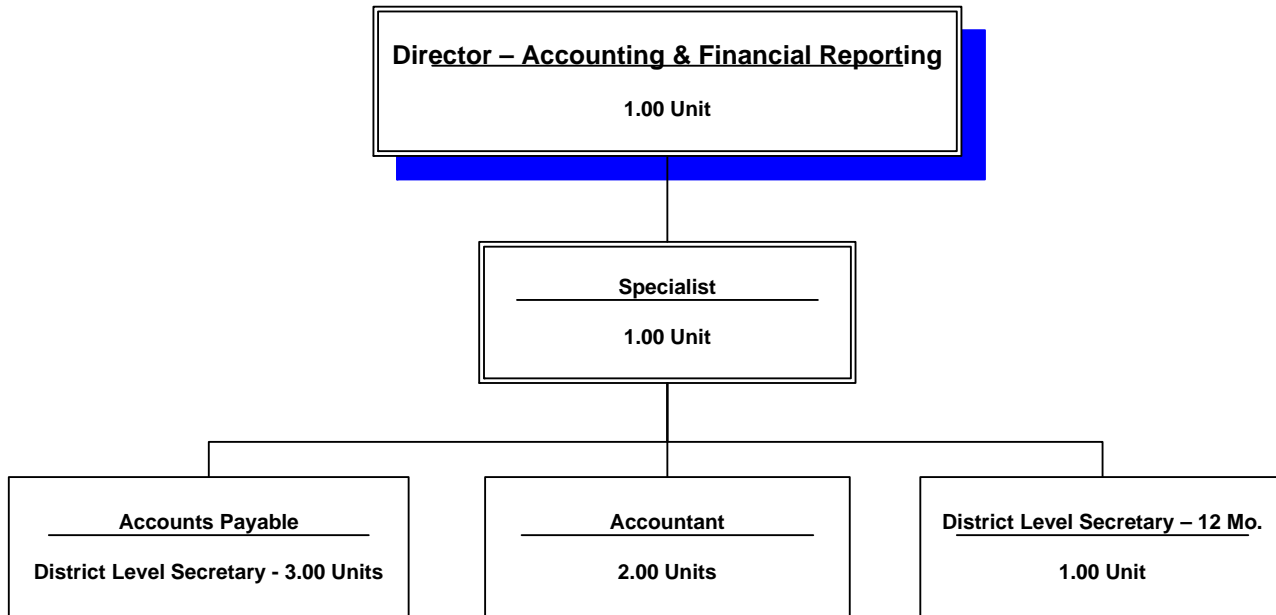




Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT
DISTRICT LEVEL - COST CENTER BUDGETS
FISCAL YEAR 2012-2013**

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:

| APPROPRIATIONS | | | | |
|------------------------|------------------------------------|--|----------------------------|---------------------------|
| Object Group Number | Object Group Name | Original 2011-2012 Appropriation | 2012-2013 Appropriation | \$ Increase (Decrease) |
| 100 / 200 | Salaries & Benefits | | | |
| | Administrative/Managerial | \$ 203,947 | \$ 203,110 | \$ (837) |
| | Educational Support | 300,849 | 315,641 | 14,792 |
| | Instructional | - | - | - |
| | Professional/Technical | - | - | - |
| | Subtotal - Salaries & Benefits | <u>504,796</u> | <u>518,751</u> | <u>13,955</u> |
| 300 | Purchased Service | 13,625 | 13,625 | - |
| 400 | Energy Services | - | - | - |
| 500 | Materials & Supplies | 8,000 | 8,000 | - |
| 600 | Capital Outlay | 3,400 | 3,400 | - |
| 700 | Other Expenses | 2,400 | 2,400 | - |
| 900 | Transfers/Reserves | - | - | - |
| | Total Combined Appropriator | <u>\$ 532,221</u> | <u>\$ 546,176</u> | <u>\$ 13,955</u> |

| STAFFING | | | |
|---------------------------|-----------------------------|-----------------------------|--------------------------|
| | 2011-2012 Recommendation | 2012-2013 Recommendation | # Increase (Decrease) |
| Administrative/Managerial | 2.00 | 2.00 | - |
| Educational Support | 6.00 | 6.00 | - |
| Instructional | - | - | - |
| Professional/Technical | - | - | - |
| Total Staff | <u>8.00</u> | <u>8.00</u> | <u>-</u> |

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 2012-2013

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 and peak periods | 7500 | FISCAL SERVICES (FINANCE DEPT) | \$ 3,000 | | \$ 3,000 |
| 0210 | FLORIDA RETIREMENT SYSTEM Retirement for overtime | 7500 | FISCAL SERVICES (FINANCE DEPT) | 158 | (3) | 155 |
| 0220 | FICA (SOCIAL SECURITY) FICA for overtime and temporary personnel | 7500 | FISCAL SERVICES (FINANCE DEPT) | 230 | 29 | 259 |
| 0330 | IN COUNTY TRAVEL Reimbursement for travel to meetings, school daycares, fixed asset tagging and inventory review | 7500 | FISCAL SERVICES (FINANCE DEPT) | 1,200 | | 1,200 |
| 0331 | OUT OF COUNTY TRAVEL Reimbursement for travel to various DOE meetings | 7500 | FISCAL SERVICES (FINANCE DEPT) | 500 | | 500 |
| 0350 | REPAIR AND MAINTENANCE Repair and maintenance of equipment | 7500 | FISCAL SERVICES (FINANCE DEPT) | 875 | | 875 |
| 0360 | LEASE AND RENTAL AGREEMENTS Lease agreement for copier and maintenance support for the two folding machines | 7500 | FISCAL SERVICES (FINANCE DEPT) | 5,600 | | 5,600 |
| 0370 | POSTAGE/SHIPPING/TELEGRAM Postage for AP checks, 1099s and various correspondence | 7500 | FISCAL SERVICES (FINANCE DEPT) | 5,000 | | 5,000 |
| Sub-Total (Page 1 Only) | | | | \$ 16,563 | \$ 26 | \$ 16,589 |
| GRAND TOTAL | | | | \$ 30,813 | \$ 26 | \$ 30,839 |

SCHOOL DISTRICT OF OKALOOSA COUNTY
 BUDGET ADJUSTMENT SHEET
 FISCAL YEAR 2012-2013

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 |
|-------------------------|--|------|--------------------------------|------------------|------------|-----------------------|
| 0372 | TELEPHONE MAINTENANCE Telephone maintenance/repair | 7900 | OPERATION OF PLANT | \$ 300 | | \$ 300 |
| 0390 | OTHER PURCHASED SVC-PRINT/COPY Receipt book orders | 7500 | FISCAL SERVICES (FINANCE DEPT) | 150 | | 150 |
| 0510 | SUPPLIES Supplies for operations | 7500 | FISCAL SERVICES (FINANCE DEPT) | 8,000 | | 8,000 |
| 0642 | EQUIPMENT (UNDER \$1,000) Replacement calculators and other equipment as needed | 7500 | FISCAL SERVICES (FINANCE DEPT) | 1,200 | | 1,200 |
| 0644 | COMPUTER HARDWARE (UNDER \$1,000) Replacement printers and related hardware as needed | 7500 | FISCAL SERVICES (FINANCE DEPT) | 1,200 | | 1,200 |
| 0692 | SOFTWARE - NON CAPITALIZED (UNDER \$1,000) Upgrades and other software as needed | 7500 | FISCAL SERVICES (FINANCE DEPT) | 1,000 | | 1,000 |
| 0730 | DUES AND FEES GFOA and FGFOA membership dues for Director and Specialist | 7500 | FISCAL SERVICES (FINANCE DEPT) | 400 | | 400 |
| 0750 | OTHER PERSONNEL SERVICES (TEMP) Temporary personnel during peak times | 7500 | FISCAL SERVICES (FINANCE DEPT) | 2,000 | | 2,000 |
| Sub-Total (Page 2 Only) | | | | \$ 14,250 | \$ - | \$ 14,250 |
| GRAND TOTAL | | | | \$ 30,813 | \$ 26 | \$ 30,839 |

SCHOOL DISTRICT OF OKALOOSA COUNTY
 Department Staffing Summary
 Fiscal Year 2012-2013

MIS 3390

Department Name: Accounting & Financial Reporting
 Cost Center No.: 9205
 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 2011-2012: | | | |
|--|----------------|--------------|-------------------|
| Job Title | # of Positions | Average Cost | Total Cost |
| Accountant - 12 Month | 1.00 | | \$ 68,412 |
| Director - Accounting & Financial Reporting - 12 Month | 1.00 | | 122,893 |
| District Level Secretary - 12 Month | 5.00 | | 231,995 |
| Specialist - 12 Month | 1.00 | | 80,217 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| (A) Total Positions Approved For FY 2011-2012 | 8.00 | | \$ 503,517 |

Section B-1

| Approved Additions, Deletions and/or Changes - Fiscal Year 2011-2012 | | | | |
|--|-------|----------------|--------------|------------|
| Job Title | Type* | # of Positions | Average Cost | Total Cost |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| (B-1) Total Approved Additions, Deletions, Changes | | - | | \$ - |

Section B-2

| Requested Additions, Deletions and/or Changes - Fiscal Year 2012-2013 | | | | |
|---|-------|----------------|--------------|------------|
| Job Title | Type* | # of Positions | Average Cost | Total Cost |
| Accountant - 12 Month | A | 1.00 | a | \$ 39,381 |
| District Level Secretary - 12 Month | D | (1.00) | a | (27,561) |
| | | | | |
| | | | | |
| (B) Total Requested Additions, Deletions, Changes | | - | | \$ 11,820 |

Section C

| Positions Submitted for Approval for Fiscal Year 2012-2013 | | | |
|--|----------------|--------------|-------------------|
| Job Title | # of Positions | Average Cost | Total Cost |
| Accountant - 12 Month | 2.00 | | \$ 107,793 |
| Director - Accounting & Financial Reporting - 12 Month | 1.00 | | 122,893 |
| District Level Secretary - 12 Month | 4.00 | | 204,434 |
| Specialist - 12 Month | 1.00 | | 80,217 |
| | | | |
| | | | |
| | | | |
| | | | |
| (C) Total Positions Submitted for Approval FY 2012-2013 | 8.00 | | \$ 515,337 |

*Note:

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

(a) Add 1.00 Accountant - 12 Month and delete 1.00 District Level Secretary - 12 Month effective July 1, 2012.