

**School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2012-2013**

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 2011-2012 Appropriation | 2012-2013 Appropriation | \$ Increase (Decrease) |
| 100 / 200 | Salaries & Benefits | | | |
| | Administrative/Managerial | \$ 37,861 | \$ 38,095 | \$ 234 |
| | Educational Support | 144,782 | 128,399 | (16,383) |
| | Instructional | - | - | - |
| | Professional / Technical | - | - | - |
| | Subtotal - Salaries & Benefits | <u>182,643</u> | <u>166,494</u> | <u>(16,149)</u> |
| 300 | Purchased Service | 75,000 | 75,000 | - |
| 400 | Energy Services | - | - | - |
| 500 | Materials & Supplies | 37,157 | 52,506 | 15,349 |
| 600 | Capital Outlay | - | - | - |
| 700 | Other Expenses | - | - | - |
| 900 | Transfers/Reserves | - | - | - |
| | Total Combined Appropriation | <u>\$ 294,800</u> | <u>\$ 294,000</u> | <u>\$ (800)</u> |

| STAFFING | | | |
|---------------------------|-----------------------------|-----------------------------|-----------------------|
| | 2011-2012 Recommendation | 2012-2013 Recommendation | # Increase (Decrease) |
| Administrative/Managerial | 0.50 | 0.50 | - |
| Educational Support | 3.53 | 3.00 | (0.53) |
| Instructional | - | - | - |
| Professional / Technical | - | - | - |
| Total Staff | <u>4.03</u> | <u>3.50</u> | <u>(0.53)</u> |

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 2012-2013

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) | \$ 2,000 | | \$ 2,000 |
| 0210 | FLORIDA RETIREMENT SYSTEM Benefits for overtime | 7760 | INTERNAL SVC (PURCH/WAREHOUSE) | 104 | | 104 |
| 0220 | FICA (SOCIAL SECURITY) FICA for overtime | 7760 | INTERNAL SVC (PURCH/WAREHOUSE) | 222 | (69) | 153 |
| 0350 | REPAIR AND MAINTENANCE Service agreement with Xerox and Ron's Litho for service on copiers and collator | 7760 | INTERNAL SVC (PURCH/WAREHOUSE) | 38,000 | | 38,000 |
| 0370 | POSTAGE/SHIPPING/TELEGRAM Meter postage and bulk mail for administration complex and schools | 7760 | INTERNAL SVC (PURCH/WAREHOUSE) | 17,000 | 12,000 | 29,000 |
| 0390 | OTHER PURCHASED SVC-PRINT/COPY Printing with outside sources | 7760 | INTERNAL SVC (PURCH/WAREHOUSE) | 8,000 | | 8,000 |
| 0510 | SUPPLIES Paper supplies for printing | 7760 | INTERNAL SVC (PURCH/WAREHOUSE) | 50,000 | 2,506 | 52,506 |
| | | | | | | |
| Sub-Total (Page 1 Only) | | | | \$ 115,326 | \$ 14,437 | \$ 129,763 |
| GRAND TOTAL | | | | \$ 115,326 | \$ 14,437 | \$ 129,763 |

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

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 2011-2012: | | | |
|---|----------------|--------------|------------|
| Job Title | # of Positions | Average Cost | Total Cost |
| District Level Clerk - 12 Month | 0.53 | | \$ 16,526 |
| Printing Press Operator - 12 Month | 3.00 | | 126,142 |
| Supervisor, Print Shop/Custodian/Grounds - 12 Month | 0.50 | | 38,095 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| (A) Total Positions Approved For FY 2011-2012 | 4.03 | | \$ 180,763 |

Section B-1

| Approved Additions, Deletions and/or Changes - Fiscal Year 2011-2012 | | | | |
|--|-------|----------------|---|-------------|
| Job Title | Type* | # of Positions | | Total Cost |
| District Level Clerk - 12 Month | D | (0.53) | a | \$ (16,526) |
| | | | | |
| | | | | |
| | | | | |
| (B-1) Total Approved Additions, Deletions, Changes | | (0.53) | | \$ (16,526) |

Section B-2

| Requested Additions, Deletions and/or Changes - Fiscal Year 2012-2013 | | | | |
|---|-------|----------------|--|------------|
| Job Title | Type* | # of Positions | | Total Cost |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| (B) Total Requested Additions, Deletions, Changes | | - | | \$ - |

Section C

| Positions Submitted for Approval for Fiscal Year 2012-2013 | | | |
|--|----------------|--------------|------------|
| Job Title | # of Positions | Average Cost | Total Cost |
| Printing Press Operator - 12 Month | 3.00 | | \$ 126,142 |
| Supervisor, Print Shop/Custodian/Grounds - 12 Month | 0.50 | | 38,095 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| (C) Total Positions Submitted for Approval FY 2012-2013 | 3.50 | | \$ 164,237 |

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

(a) Deleted 0.53 District Level Clerk - 12 Month effective August 8, 2011.