

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

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				
Object Group Number	Object Group Name	Original 2011-2012 Appropriation	2012-2013 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 1,280,149	\$ 1,294,756	\$ 14,607
	Educational Support	2,192,353	1,928,516	(263,837)
	Instructional	-	-	-
	Professional / Technical	120,955	120,948	(7)
	Subtotal - Salaries & Benefits	3,593,457	3,344,220	(249,237)
300	Purchased Service	4,454,542	4,713,986	259,444
400	Energy Services	140,650	151,432	10,782
500	Materials & Supplies	32,750	34,653	1,903
600	Capital Outlay	3,000	3,000	-
700	Other Expenses	216,000	369,482	153,482
900	Transfers/Reserves	-	1,371,365	1,371,365
	Total Combined Appropriation	\$ 8,440,399	\$ 9,988,138	\$ 1,547,739

STAFFING			
	2011-2012 Recommendation	2012-2013 Recommendation	# Increase (Decrease)
Administrative/Managerial	28.60	26.60	(2.00)
Educational Support	72.68	65.61	(7.07)
Instructional	-	-	-
Professional / Technical	2.00	2.00	-
Total Staff	103.28	94.21	(9.07)

OTHER INFORMATION:

The Program Director - School Food Service is the approving authority.

Note:

1. Assistant Lunchroom Managers were reported as "Administrative/Managerial" in error in fiscal year 2011-2012. These positions are now reflected in "Educational Support" for fiscal years 2011-2012 and 2012-2013.

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

DEPARTMENT: School Food Service

COST CENTER: 9008

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				
Object Group Number	Object Group Name	Original 2011-2012 Appropriation	2012-2013 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 136,920	\$ 135,082	\$ (1,838)
	Educational Support	347,104	300,652	(46,452)
	Instructional	-	-	-
	Professional / Technical	120,955	120,948	(7)
	Subtotal - Salaries & Benefits	604,979	556,682	(48,297)
300	Purchased Service	4,454,542	4,713,986	259,444
400	Energy Services	140,650	151,432	10,782
500	Materials & Supplies	32,750	34,653	1,903
600	Capital Outlay	3,000	3,000	-
700	Other Expenses	216,000	369,482	153,482
900	Transfers/Reserves	-	1,371,365	1,371,365
	Total Combined Appropriation	\$ 5,451,921	\$ 7,200,600	\$ 1,748,679

STAFFING			
	2011-2012 Recommendation	2012-2013 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.60	1.60	-
Educational Support	8.46	6.66	(1.80)
Instructional	-	-	-
Professional / Technical	2.00	2.00	-
Total Staff	12.06	10.26	(1.80)

OTHER INFORMATION:

The Program Director - School Food Service is the approving authority.

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

DEPARTMENT: School Food Service

COST CENTER: 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				
Object Group Number	Object Group Name	Original 2011-2012 Appropriation	2012-2013 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 1,143,229	\$ 1,159,674	\$ 16,445
	Educational Support	1,845,249	1,627,864	(217,385)
	Instructional	-	-	-
	Professional / Technical	-	-	-
	Subtotal - Salaries & Benefits	2,988,478	2,787,538	(200,940)
300	Purchased Service	-	-	-
400	Energy Services	-	-	-
500	Materials & Supplies	-	-	-
600	Capital Outlay	-	-	-
700	Other Expenses	-	-	-
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	\$ 2,988,478	\$ 2,787,538	\$ (200,940)

STAFFING			
	2011-2012 Recommendation	2012-2013 Recommendation	# Increase (Decrease)
Administrative/Managerial	27.00	25.00	(2.00)
Educational Support	64.22	58.95	(5.27)
Instructional	-	-	-
Professional / Technical	-	-	-
Total Staff	91.22	83.95	(7.27)

OTHER INFORMATION:

The Program Director - School Food Service is the approving authority.

Note:

1. Assistant Lunchroom Managers were reported as "Administrative/Managerial" in error in fiscal year 2011-2012. These positions are now reflected in "Educational Support" for fiscal years 2011-2012 and 2012-2013.

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

MIS 3176

COST CENTER NAME: School Food Service

CENTER NUMBER: 9008

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0220	FICA (SOCIAL SECURITY) FICA for cellular telephone stipends and temporary personnel	7610	FOOD SERVICES - DEPARTMENT	\$ 300	\$ 565	\$ 865
0310	PROFESSIONAL & TECHNICAL SERVICE Professional services - payment to Sodexo, Inc., and other	7610	FOOD SERVICES - DEPARTMENT	4,525,992		4,525,992
0330	IN COUNTY TRAVEL Travel for department head and field supervisors between schools	7610	FOOD SERVICES - DEPARTMENT	19,123		19,123
0331	OUT OF COUNTY TRAVEL Travel to training and food service conferences	7610	FOOD SERVICES - DEPARTMENT	7,708		7,708
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	95,000		95,000
0370	POSTAGE/SHIPPING/TELEGRAM Postage mailing for free and reduced, collection, and other mailings	7610	FOOD SERVICES - DEPARTMENT	6,118		6,118
Sub-Total (Page 1 Only)				\$ 4,664,641	\$ 565	\$ 4,665,206
GRAND TOTAL				\$ 5,272,853	\$ 1,371,930	\$ 6,644,783

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

MIS 3176

COST CENTER NAME: School Food Service

CENTER NUMBER: 9008

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0371	TELEPHONE Service in cafeterias and central kitchen	7610	FOOD SERVICES - DEPARTMENT	\$ 13,089		\$ 13,089
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 stipends	7610	FOOD SERVICES - DEPARTMENT	3,915		3,915
0381	WATER AND SEWAGE Water and sewage at the nutrition center	7610	FOOD SERVICES - DEPARTMENT	3,509		3,509
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	18,839		18,839
0410	NATURAL GAS Natural gas for the nutrition center	7610	FOOD SERVICES - DEPARTMENT	4,857		4,857
Sub-Total (Page 2 Only)				\$ 54,502	\$ -	\$ 54,502
GRAND TOTAL				\$ 5,272,853	\$ 1,371,930	\$ 6,644,783

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

MIS 3176

COST CENTER NAME: School Food Service

CENTER NUMBER: 9008

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0430	ELECTRICITY Electric service for the nutrition center	7610	FOOD SERVICES - DEPARTMENT	\$ 126,575		\$ 126,575
0450	GASOLINE Food delivery and transportation for supervisors	7610	FOOD SERVICES - DEPARTMENT	5,000		5,000
0460	DIESEL FUEL Fuel for food service delivery trucks	7610	FOOD SERVICES - DEPARTMENT	15,000		15,000
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	2,153		2,153
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	40,000		40,000
0731	ONLINE CREDIT CARD FEES Online credit card fees	7610	FOOD SERVICES - DEPARTMENT	40,484		40,484
Sub-Total (Page 3 Only)				\$ 264,712	\$ -	\$ 264,712
GRAND TOTAL				\$ 5,272,853	\$ 1,371,930	\$ 6,644,783

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

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
0750	OTHER PERSONNEL SERVICES (TEMP) Summer Feeding Temp Personnel	7610	FOOD SERVICES - DEPARTMENT	\$ 38,998		\$ 38,998
0791	INDIRECT COST Indirect cost	7610	FOOD SERVICES - DEPARTMENT	250,000		250,000
0990	FUND BALANCE-UNAPPROPRIATED Reserves	9890	RESERVES	-	1,371,365	1,371,365
	Sub-Total (Page 4 Only)			\$ 288,998	\$ 1,371,365	\$ 1,660,363
	GRAND TOTAL			<u>\$ 5,272,853</u>	<u>\$ 1,371,930</u>	<u>\$ 6,644,783</u>

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

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 2011-2012:			
Job Title	# of Positions	Average Cost	Total Cost
Accountant - 12 Month	1.00		\$ 49,606
Custodian - 12 Month	0.53		12,892
Delivery Food Service Personnel - 12 Month	2.00		89,952
Director - Food Service - 12 Month	0.60		76,492
District Level Clerk - 12 Month	3.00		130,676
District Level Secretary - 12 Month	1.00		36,921
Field Supervisor - Food Service - 12 Month	2.00		120,948
Lunchroom Worker - 9 Month	0.93		33,974
Warehouse Manager - 12 Month	1.00		64,190
(A) Total Positions Approved For FY 2011-2012	12.06		\$ 615,651

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2011-2012				
Job Title	Type*	# of Positions	Average Cost	Total Cost
Program Director - Food Service - 12 Month	A	0.60	a	\$ 70,592
District Level Secretary - 12 Month	D	(1.00)	b	(36,921)
Director - Food Service - 12 Month	D	(0.60)	c	(76,492)
Delivery Food Service Personnel - 12 Month	D	(1.00)	d	(44,976)
Lunchroom Worker - 9 Month	A	0.20	e	5,609
District Level Clerk - 12 Month	D	(3.00)	f	(130,676)
District Level Secretary - 12 Month	A	3.00	f	153,030
(B-1) Total Approved Additions, Deletions, Changes		(1.80)		\$ (59,834)

Section B-2

Requested Additions, Deletions and/or Changes - Fiscal Year 2012-2013				
Job Title	Type*	# of Positions	Average Cost	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
Accountant - 12 Month	1.00		\$ 49,606
Custodian - 12 Month	0.53		12,892
Delivery Food Service Personnel - 12 Month	1.00		44,976
District Level Secretary - 12 Month	3.00		153,030
Field Supervisor - Food Service - 12 Month	2.00		120,948
Lunchroom Worker - 9 Month	1.13		39,583
Program Director - Food Service - 12 Month	0.60		70,592
Warehouse Manager - 12 Month	1.00		64,190
(C) Total Positions Submitted for Approval FY 2012-2013	10.26		\$ 555,817

***Note:**

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

- (a) Added 0.60 Program Director - Food Service - 12 Month effective July 11, 2011.
- (b) Deleted 1.00 District Level Secretary - 12 Month effective August 8, 2011.
- (c) Deleted 0.60 Director - Food Service - 12 Month effective September 30, 2011.
- (d) Deleted 1.00 Delivery Food Service Personnel - 12 Month effective October 31, 2011.
- (e) Added 0.20 Lunchroom Worker - 9 Month effective January 3, 2012.
- (f) Deleted 3.00 District Level Clerk - 12 Month and added 3.00 District Level Secretary - 12 Month effective March 9, 2012.

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

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 2011-2012:			
Job Title	# of Positions	Average Cost	Total Cost
Assistant Lunchroom Manager - 9 Month	2.00		\$ 59,143
Lunchroom Worker - 9 Month	58.88		1,710,040
Lunchroom Worker - 9 Month - Less than 4 hours	3.34		70,134
Manager, School Food Service - 9 Month	27.00		1,106,607
(A) Total Positions Approved For FY 2011-2012	91.22		\$ 2,945,924

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2011-2012					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Assistant Lunchroom Manager - 9 Month	A	1.00	a		\$ 36,288
Assistant Lunchroom Manager - 9 Month	A	0.93	b		29,632
Lunchroom Worker - 9 Month	D	(6.55)	c		(139,226)
Lunchroom Worker - 9 Month - Less than 4 hours	D	(0.27)	c		(5,006)
(B-1) Total Approved Additions, Deletions, Changes		(4.89)			\$ (78,312)

Section B-2

Requested Additions, Deletions and/or Changes - Fiscal Year 2012-2013					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Manager, School Food Service - 9 Month	D	(2.00)	d		\$ (71,996)
Lunchroom Worker - 9 Month	D	(0.38)	e		(8,078)
(B) Total Requested Additions, Deletions, Changes		(2.38)			\$ (80,074)

Section C

Positions Submitted for Approval for Fiscal Year 2012-2013			
Job Title	# of Positions	Average Cost	Total Cost
Assistant Lunchroom Manager - 9 Month	3.93		\$ 125,063
Lunchroom Worker - 9 Month	51.95		1,562,736
Lunchroom Worker - 9 Month - Less than 4 hours	3.07		65,128
Manager, School Food Service - 9 Month	25.00		1,034,611
(C) Total Positions Submitted for Approval FY 2012-2013	83.95		\$ 2,787,538

***Note:**

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

- (a) Added 1.00 Assistant Lunchroom Manager - 9 Month effective August 19, 2011.
- (b) Added 0.93 Assistant Lunchroom Manager - 9 Month effective February 13, 2012.
- (c) Effective changes per department requests for fiscal year 2011-2012.
- (d) Delete 2.00 Manager, Food Service - 9 Month effective July 1, 2012.
- (e) Delete 0.38 Lunchroom Worker - 9 Month effective August 20, 2012.