

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2013-2014

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 Appropriation | 2012-2013 Appropriation | 2013-2014 Appropriation | \$ Increase (Decrease) | |
| 100 / 200 | Salaries & Benefits | | | | | |
| | Administrative/Managerial | \$ | 1,294,756 | \$ | 1,165,988 | \$ (128,768) |
| | Educational Support | | 1,928,516 | | 1,867,738 | (60,778) |
| | Instructional | | - | | - | - |
| | Professional / Technical | | 120,948 | | 125,677 | 4,729 |
| | Subtotal - Salaries & Benefits | | <u>3,344,220</u> | | <u>3,159,403</u> | <u>(184,817)</u> |
| 300 | Purchased Service | | 4,713,986 | | 5,826,431 | 1,112,445 |
| 400 | Energy Services | | 151,432 | | 112,253 | (39,179) |
| 500 | Materials & Supplies | | 34,653 | | 677,549 | 642,896 |
| 600 | Capital Outlay | | 3,000 | | - | (3,000) |
| 700 | Other Expenses | | 369,482 | | 358,200 | (11,282) |
| 900 | Transfers/Reserves | | <u>1,371,365</u> | | <u>708,122</u> | <u>(663,243)</u> |
| | Total Combined Appropriation | \$ | <u>9,988,138</u> | \$ | <u>10,841,958</u> | \$ <u>853,820</u> |

| STAFFING | | | |
|---------------------------|-----------------------------|-----------------------------|-----------------------|
| | 2012-2013 Recommendation | 2013-2014 Recommendation | # Increase (Decrease) |
| Administrative/Managerial | 26.60 | 26.00 | (0.60) |
| Educational Support | 65.61 | 58.29 | (7.32) |
| Instructional | - | - | - |
| Professional / Technical | <u>2.00</u> | <u>2.00</u> | - |
| Total Staff | <u>94.21</u> | <u>86.29</u> | <u>(7.92)</u> |

OTHER INFORMATION:

The approving authority is the Specialist - School Food Service.

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2013-2014

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 2012-2013 Appropriation | 2013-2014 Appropriation | \$ Increase (Decrease) |
| 100 / 200 | Salaries & Benefits | | | |
| | Administrative/Managerial | \$ 135,082 | \$ 67,382 | \$ (67,700) |
| | Educational Support | 300,652 | 255,224 | (45,428) |
| | Instructional | - | - | - |
| | Professional / Technical | 120,948 | 125,677 | 4,729 |
| | Subtotal - Salaries & Benefits | 556,682 | 448,283 | (108,399) |
| 300 | Purchased Service | 4,713,986 | 5,826,431 | 1,112,445 |
| 400 | Energy Services | 151,432 | 112,253 | (39,179) |
| 500 | Materials & Supplies | 34,653 | 677,549 | 642,896 |
| 600 | Capital Outlay | 3,000 | - | (3,000) |
| 700 | Other Expenses | 369,482 | 358,200 | (11,282) |
| 900 | Transfers/Reserves | 1,371,365 | 708,122 | (663,243) |
| | Total Combined Appropriation | \$ 7,200,600 | \$ 8,130,838 | \$ 930,238 |

| STAFFING | | | |
|---------------------------|-----------------------------|-----------------------------|-----------------------|
| | 2012-2013 Recommendation | 2013-2014 Recommendation | # Increase (Decrease) |
| Administrative/Managerial | 1.60 | 1.00 | (0.60) |
| Educational Support | 6.66 | 5.46 | (1.20) |
| Instructional | - | - | - |
| Professional / Technical | 2.00 | 2.00 | - |
| Total Staff | 10.26 | 8.46 | (1.80) |

OTHER INFORMATION:

The approving authority is the Specialist - School Food Service.

**School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2013-2014**

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 2012-2013 Appropriation | 2013-2014 Appropriation | \$ Increase (Decrease) |
| 100 / 200 | Salaries & Benefits | | | |
| | Administrative/Managerial | \$ 1,159,674 | \$ 1,098,606 | \$ (61,068) |
| | Educational Support | 1,627,864 | 1,612,514 | (15,350) |
| | Instructional | - | - | - |
| | Professional / Technical | - | - | - |
| | Subtotal - Salaries & Benefits | 2,787,538 | 2,711,120 | (76,418) |
| 300 | Purchased Service | - | - | - |
| 400 | Energy Services | - | - | - |
| 500 | Materials & Supplies | - | - | - |
| 600 | Capital Outlay | - | - | - |
| 700 | Other Expenses | - | - | - |
| 900 | Transfers/Reserves | - | - | - |
| | Total Combined Appropriation | \$ 2,787,538 | \$ 2,711,120 | \$ (76,418) |

| STAFFING | | | |
|---------------------------|-----------------------------|-----------------------------|-----------------------|
| | 2012-2013 Recommendation | 2013-2014 Recommendation | # Increase (Decrease) |
| Administrative/Managerial | 25.00 | 25.00 | - |
| Educational Support | 58.95 | 52.83 | (6.12) |
| Instructional | - | - | - |
| Professional / Technical | - | - | - |
| Total Staff | 83.95 | 77.83 | (6.12) |

OTHER INFORMATION:

The approving authority is the Specialist - School Food Service.

SCHOOL DISTRICT OF OKALOOSA COUNTY
 BUDGET ADJUSTMENT SHEET
 FISCAL YEAR 2013-2014

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 and temporary personnel | 7610 | FOOD SERVICES - DEPARTMENT | \$ 300 | \$ 447 | \$ 747 |
| 0310 | PROFESSIONAL & TECHNICAL SERVICE Professional services - payment to Sodexo, Inc. and other | 7610 | FOOD SERVICES - DEPARTMENT | 5,667,473 | | 5,667,473 |
| 0330 | IN COUNTY TRAVEL Travel for department head and field supervisors between schools | 7610 | FOOD SERVICES - DEPARTMENT | 9,055 | | 9,055 |
| 0331 | OUT OF COUNTY TRAVEL Travel to training and Food Service conferences | 7610 | FOOD SERVICES - DEPARTMENT | 4,131 | | 4,131 |
| 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 | 650 | | 650 |
| Sub-Total (Page 1 Only) | | | | \$ 5,787,009 | \$ 447 | \$ 5,787,456 |
| GRAND TOTAL | | | | \$ 11,195,472 | \$ (3,512,170) | \$ 7,683,302 |

SCHOOL DISTRICT OF OKALOOSA COUNTY
 BUDGET ADJUSTMENT SHEET
 FISCAL YEAR 2013-2014

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 | \$ 13,500 | | \$ 13,500 |
| 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 telephone stipends | 7610 | FOOD SERVICES - DEPARTMENT | 2,376 | | 2,376 |
| 0381 | WATER AND SEWAGE Water and sewage at the nutrition center | 7610 | FOOD SERVICES - DEPARTMENT | 1,732 | | 1,732 |
| 0382 | GARBAGE Garbage for nutrition center | 7610 | FOOD SERVICES - DEPARTMENT | 10,663 | | 10,663 |
| 0390 | OTHER PURCHASED SVC-PRINT/COPY Menus, parent letters, flyers and other information | 7610 | FOOD SERVICES - DEPARTMENT | 11,001 | | 11,001 |
| 0410 | NATURAL GAS Natural gas for the nutrition center | 7610 | FOOD SERVICES - DEPARTMENT | 5,160 | | 5,160 |
| Sub-Total (Page 2 Only) | | | | \$ 44,882 | \$ - | \$ 44,882 |
| GRAND TOTAL | | | | \$ 11,195,472 | \$ (3,512,170) | \$ 7,683,302 |

SCHOOL DISTRICT OF OKALOOSA COUNTY
 BUDGET ADJUSTMENT SHEET
 FISCAL YEAR 2013-2014

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 | \$ 78,980 | | \$ 78,980 |
| 0450 | GASOLINE Food delivery and transportation for supervisors | 7610 | FOOD SERVICES - DEPARTMENT | 14,841 | | 14,841 |
| 0460 | DIESEL FUEL Fuel for Food Service delivery trucks | 7610 | FOOD SERVICES - DEPARTMENT | 13,272 | | 13,272 |
| 0510 | SUPPLIES Consumable supplies for cafeterias and central kitchen | 7610 | FOOD SERVICES - DEPARTMENT | 35,704 | | 35,704 |
| 0550 | REPAIR PARTS Vehicle repairs | 7610 | FOOD SERVICES - DEPARTMENT | 2,153 | | 2,153 |
| 0580 | COMMODITIES | 7610 | FOOD SERVICES - DEPARTMENT | - | 639,692 | 639,692 |
| 0693 | SOFTWARE SUBSCRIPTIONS MCS and My Fundamentals software (Moved to Project 3510 – Sodexo Exclusions) | 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 |
| Sub-Total (Page 3 Only) | | | | \$ 187,950 | \$ 636,692 | \$ 824,642 |
| GRAND TOTAL | | | | \$ 11,195,472 | \$ (3,512,170) | \$ 7,683,302 |

SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Summary
Fiscal Year 2013-2014

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 2012-2013 | | | |
|--|----------------|--------------|-------------------|
| Job Title | # of Positions | Average Cost | Total Cost |
| Accountant - 12 Month | 1.00 | | \$ 52,085 |
| Custodian - 12 Month | 0.53 | | 13,419 |
| Delivery Food Service Personnel - 12 Month | 1.00 | | 46,671 |
| District Level Secretary - 12 Month | 3.00 | | 159,192 |
| Field Supervisor - Food Service - 12 Month | 2.00 | | 125,677 |
| Lunchroom Worker - 9 Month | 1.13 | | 41,204 |
| Program Director - Food Service - 12 Month | 0.60 | | 72,355 |
| Warehouse Manager - 12 Month | 1.00 | | 67,200 |
| | | | |
| | | | |
| | | | |
| | | | |
| (A) Total Positions Approved For FY 2012-2013 | 10.26 | | \$ 577,803 |

Section B-1

| Approved Additions, Deletions and/or Changes - Fiscal Year 2012-2013 | | | | |
|--|-------|----------------|---|---------------------|
| Job Title | Type* | # of Positions | | Total Cost |
| Accountant - 12 Month | D | (1.00) | a | \$ (52,085) |
| Program Director - Food Service - 12 Month | D | (0.60) | a | (72,355) |
| Lunchroom Worker - 9 Month | D | (0.20) | b | (5,827) |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| (B-1) Total Approved Additions, Deletions, Changes | | (1.80) | | \$ (130,267) |

Section B-2

| Requested Additions, Deletions and/or Changes - Fiscal Year 2013-2014 | | | | |
|---|-------|----------------|--|-------------|
| Job Title | Type* | # of Positions | | Total Cost |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| (B) Total Requested Additions, Deletions, Changes | | - | | \$ - |

Section C

| Positions Submitted for Approval for Fiscal Year 2013-2014 | | | |
|--|----------------|--------------|-------------------|
| Job Title | # of Positions | Average Cost | Total Cost |
| Custodian - 12 Month | 0.53 | | \$ 13,419 |
| Delivery Food Service Personnel - 12 Month | 1.00 | | 46,671 |
| District Level Secretary - 12 Month | 3.00 | | 159,192 |
| Field Supervisor - Food Service - 12 Month | 2.00 | | 125,677 |
| Lunchroom Worker - 9 Month | 0.93 | | 35,377 |
| Warehouse Manager - 12 Month | 1.00 | | 67,200 |
| | | | |
| | | | |
| | | | |
| (C) Total Positions Submitted for Approval FY 2013-2014 | 8.46 | | \$ 447,536 |

***Note:**

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

- (a) Deleted 1.00 Accountant - 12 Month and 0.60 Program Director - Food Service - 12 Month effective July 1, 2012. These positions will be funded through Project 3510 - Sodexo - Exclusions.
- (b) Deleted 0.20 Lunchroom Worker - 9 Month effective July 1, 2012.

SCHOOL DISTRICT OF OKALOOSA COUNTY
 Department Staffing Summary
 Fiscal Year 2013-2014

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 2012-2013 | | | |
|--|----------------|--------------|---------------------|
| Job Title | # of Positions | Average Cost | Total Cost |
| Assistant Lunchroom Manager - 9 Month | 3.93 | | \$ 122,152 |
| Lunchroom Worker - 9 Month | 51.95 | | 1,611,935 |
| Lunchroom Worker - 9 Month - Less than 4 hours | 3.07 | | 73,156 |
| Manager, School Food Service - 9 Month | 25.00 | | 1,098,606 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| (A) Total Positions Approved For FY 2012-2013 | 83.95 | | \$ 2,905,849 |

Section B-1

| Approved Additions, Deletions and/or Changes - Fiscal Year 2012-2013 | | | | |
|--|-------|----------------|---|---------------------|
| Job Title | Type* | # of Positions | | Total Cost |
| Lunchroom Worker - 9 Month | D | (6.22) | a | \$ (196,820) |
| Lunchroom Worker - 9 Month - Less than 4 hours | A | 0.10 | a | 2,091 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| (B-1) Total Approved Additions, Deletions, Changes | | (6.12) | | \$ (194,729) |

Section B-2

| Requested Additions, Deletions and/or Changes - Fiscal Year 2013-2014 | | | | |
|---|-------|----------------|--|-------------|
| Job Title | Type* | # of Positions | | Total Cost |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| (B) Total Requested Additions, Deletions, Changes | | - | | \$ - |

Section C

| Positions Submitted for Approval for Fiscal Year 2013-2014 | | | |
|--|----------------|--------------|---------------------|
| Job Title | # of Positions | Average Cost | Total Cost |
| Assistant Lunchroom Manager - 9 Month | 3.93 | | \$ 122,152 |
| Lunchroom Worker - 9 Month | 45.73 | | 1,415,115 |
| Lunchroom Worker - 9 Month - Less than 4 hours | 3.17 | | 75,247 |
| Manager, School Food Service - 9 Month | 25.00 | | 1,098,606 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| (C) Total Positions Submitted for Approval FY 2013-2014 | 77.83 | | \$ 2,711,120 |

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

(a) Effective changes per department requests for fiscal year 2012-2013.