

**School District of Okaloosa County**  
**SUMMARY LEVEL PROJECT BUDGETS**  
**FISCAL YEAR 2014-2015**

**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 2013-2014 Appropriation	2014-2015 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 1,165,988	\$ 1,098,511	\$ (67,477)
	Educational Support	1,867,738	1,911,155	43,417
	Instructional	-	-	-
	Professional / Technical	125,677	130,849	5,172
	Subtotal - Salaries & Benefits	3,159,403	3,140,515	(18,888)
300	Purchased Service	5,826,431	6,606,700	780,269
400	Energy Services	112,253	100,500	(11,753)
500	Materials & Supplies	677,549	622,500	(55,049)
600	Capital Outlay	-	153,000	153,000
700	Other Expenses	358,200	366,053	7,853
900	Transfers/Reserves	708,122	57,252	(650,870)
	Total Combined Appropriation	\$ 10,841,958	\$ 11,046,520	\$ 204,562

STAFFING			
	2013-2014 Recommendation	2014-2015 Recommendation	# Increase (Decrease)
Administrative/Managerial	26.00	22.80	(3.20)
Educational Support	58.29	55.44	(2.85)
Instructional	-	-	-
Professional / Technical	2.00	2.00	-
Total Staff	86.29	80.24	(6.05)

**OTHER INFORMATION:**

The approving authority is the Specialist - School Food Service.

**School District of Okaloosa County**  
**SUMMARY LEVEL PROJECT BUDGETS**  
**FISCAL YEAR 2014-2015**

**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 2013-2014 Appropriation	2014-2015 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 67,382	\$ 141,187	\$ 73,805
	Educational Support	255,224	284,791	29,567
	Instructional	-	-	-
	Professional / Technical	125,677	130,849	5,172
	Subtotal - Salaries & Benefits	448,283	556,827	108,544
300	Purchased Service	5,826,431	6,606,700	780,269
400	Energy Services	112,253	100,500	(11,753)
500	Materials & Supplies	677,549	622,500	(55,049)
600	Capital Outlay	-	153,000	153,000
700	Other Expenses	358,200	366,053	7,853
900	Transfers/Reserves	708,122	57,252	(650,870)
	Total Combined Appropriation	\$ 8,130,838	\$ 8,462,832	\$ 331,994

STAFFING			
	2013-2014 Recommendation	2014-2015 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	1.80	0.80
Educational Support	5.46	5.53	0.07
Instructional	-	-	-
Professional / Technical	2.00	2.00	-
Total Staff	8.46	9.33	0.87

**OTHER INFORMATION:**

The approving authority is the Specialist - School Food Service.

**School District of Okaloosa County**  
**SUMMARY LEVEL PROJECT BUDGETS**  
**FISCAL YEAR 2014-2015**

**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 2013-2014 Appropriation	2014-2015 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 1,098,606	\$ 957,324	\$ (141,282)
	Educational Support	1,612,514	1,626,364	13,850
	Instructional	-	-	-
	Professional / Technical	-	-	-
	Subtotal - Salaries & Benefits	2,711,120	2,583,688	(127,432)
300	Purchased Service	-	-	-
400	Energy Services	-	-	-
500	Materials & Supplies	-	-	-
600	Capital Outlay	-	-	-
700	Other Expenses	-	-	-
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	\$ 2,711,120	\$ 2,583,688	\$ (127,432)

STAFFING			
	2013-2014 Recommendation	2014-2015 Recommendation	# Increase (Decrease)
Administrative/Managerial	25.00	21.00	(4.00)
Educational Support	52.83	49.91	(2.92)
Instructional	-	-	-
Professional / Technical	-	-	-
Total Staff	77.83	70.91	(6.92)

**OTHER INFORMATION:**

The approving authority is the Specialist - School Food Service.

SCHOOL DISTRICT OF OKALOOSA COUNTY  
BUDGET ADJUSTMENT SHEET  
FISCAL YEAR 2014-2015

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	\$ 747	\$ 99	\$ 846
0310	PROFESSIONAL & TECHNICAL SERVICE Professional services - payment to Sodexo, Inc. and other	7610	FOOD SERVICES - DEPARTMENT	6,376,000		6,376,000
0330	IN COUNTY TRAVEL Travel for department head and field supervisors between schools	7610	FOOD SERVICES - DEPARTMENT	10,500		10,500
0331	OUT OF COUNTY TRAVEL Travel to training and Food Service conferences	7610	FOOD SERVICES - DEPARTMENT	4,000		4,000
0350	REPAIR AND MAINTENANCE Food Service Equipment Repair (all schools)	7610	FOOD SERVICES - DEPARTMENT	75,000		75,000
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	2,800		2,800
0363	SEAT MANAGED - COMPUTERS Lease agreement for Food Service POs and computers	7610	FOOD SERVICES - DEPARTMENT	95,000		95,000
Sub-Total (Page 1 Only)				\$ 6,572,047	\$ 99	\$ 6,572,146
GRAND TOTAL				\$ 11,067,886	\$ (3,161,035)	\$ 7,906,851

SCHOOL DISTRICT OF OKALOOSA COUNTY  
BUDGET ADJUSTMENT SHEET  
FISCAL YEAR 2014-2015

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
0370	POSTAGE/SHIPPING/TELEGRAM Postage mailing for free and reduced, collection, and other mailings	7610	FOOD SERVICES - DEPARTMENT	\$ 1,500		\$ 1,500
0371	TELEPHONE Service in cafeterias and central kitchen	7610	FOOD SERVICES - DEPARTMENT	14,500		14,500
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	250		250
0375	CELLULAR TELEPHONE Department head and supervisors cellular telephone stipends	7610	FOOD SERVICES - DEPARTMENT	3,100		3,100
0381	WATER AND SEWAGE Water and sewage at the nutrition center	7610	FOOD SERVICES - DEPARTMENT	1,700		1,700
0382	GARBAGE Garbage for nutrition center	7610	FOOD SERVICES - DEPARTMENT	10,500		10,500
0390	OTHER PURCHASED SVC-PRINT/COPY Menus, parent letters, flyers and other information	7610	FOOD SERVICES - DEPARTMENT	3,600		3,600
Sub-Total (Page 2 Only)				\$ 35,400	\$ -	\$ 35,400
GRAND TOTAL				\$ 11,067,886	\$ (3,161,035)	\$ 7,906,851

SCHOOL DISTRICT OF OKALOOSA COUNTY  
BUDGET ADJUSTMENT SHEET  
FISCAL YEAR 2014-2015

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
0410	NATURAL GAS Natural gas for the nutrition center	7610	FOOD SERVICES - DEPARTMENT	\$ 5,500		\$ 5,500
0430	ELECTRICITY Electric service for the nutrition center	7610	FOOD SERVICES - DEPARTMENT	76,000		76,000
0450	GASOLINE Food delivery and transportation for supervisors	7610	FOOD SERVICES - DEPARTMENT	9,000		9,000
0460	DIESEL FUEL Fuel for Food Service delivery trucks	7610	FOOD SERVICES - DEPARTMENT	10,000		10,000
0510	SUPPLIES Consumable supplies for cafeterias and central kitchen	7610	FOOD SERVICES - DEPARTMENT	26,500		26,500
0550	REPAIR PARTS Vehicle repairs	7610	FOOD SERVICES - DEPARTMENT	-		-
0580	COMMODITIES	7610	FOOD SERVICES - DEPARTMENT	596,000		596,000
0641	EQUIPMENT/FIXED ASSETS (OVER \$1,000) Capital Equipment: 4 hot boxes, 2 reach in coolers, 2 combo ovens, 3 hot bars, 1 cold bar, 3 cold lines, 2 ovens, and 1 milk box	7610	FOOD SERVICES - DEPARTMENT	150,000		150,000
Sub-Total (Page 3 Only)				\$ 873,000	\$ -	\$ 873,000
GRAND TOTAL				\$ 11,067,886	\$ (3,161,035)	\$ 7,906,851

SCHOOL DISTRICT OF OKALOOSA COUNTY  
BUDGET ADJUSTMENT SHEET  
FISCAL YEAR 2014-2015

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
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 (Appropriations will be budgeted as revenue is received.)	7610	FOOD SERVICES - DEPARTMENT	67,000	(67,000)	-
0750	OTHER PERSONNEL SERVICES (TEMP) Summer Feeding temporary personnel	7610	FOOD SERVICES - DEPARTMENT	42,000		42,000
0791	INDIRECT COST Indirect cost: 4.05%	7610	FOOD SERVICES - DEPARTMENT	284,053		284,053
0990	FUND BALANCE-UNAPPROPRIATED Reserves	9890	RESERVES	3,151,386	(3,094,134)	57,252
Sub-Total (Page 4 Only)				\$ 3,587,439	\$ (3,161,134)	\$ 426,305
GRAND TOTAL				<u>\$ 11,067,886</u>	<u>\$ (3,161,035)</u>	<u>\$ 7,906,851</u>

**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**Department Staffing Summary**  
**Fiscal Year 2014-2015**

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 2013-2014			
Job Title	# of Positions	Average Cost	Total Cost
Custodian - 12 Month	0.53		\$ 14,356
Delivery Food Service Personnel - 12 Month	1.00		48,359
District Level Secretary - 12 Month	3.00		165,876
Field Supervisor - Food Service - 12 Month	2.00		130,849
Lunchroom Worker - 9 Month	0.93		36,642
Warehouse Manager - 12 Month	1.00		69,497
<b>(A) Total Positions Approved For FY 2013-2014</b>	<b>8.46</b>		<b>\$ 465,579</b>

**Section B-1**

Approved Additions, Deletions and/or Changes - Fiscal Year 2013-2014					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Lunchroom Worker - 9 Month	D	(0.93)	a		\$ (36,642)
(B-1) Total Approved Additions, Deletions, Changes		(0.93)			\$ (36,642)

**Section B-2**

Requested Additions, Deletions and/or Changes - Fiscal Year 2014-2015					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Accountant - 12 Month	T	1.00	b		\$ 55,591
Specialist - 12 Month	T	0.80	b		71,453
(B) Total Requested Additions, Deletions, Changes		1.80			\$ 127,044

**Section C**

Positions Submitted for Approval for Fiscal Year 2014-2015			
Job Title	# of Positions	Average Cost	Total Cost
Accountant - 12 Month	1.00		\$ 55,591
Custodian - 12 Month	0.53		14,356
Delivery Food Service Personnel - 12 Month	1.00		48,359
District Level Secretary - 12 Month	3.00		165,876
Field Supervisor - Food Service - 12 Month	2.00		130,849
Specialist - 12 Month	0.80		71,453
Warehouse Manager - 12 Month	1.00		69,497
<b>(C) Total Positions Submitted for Approval FY 2014-2015</b>	<b>9.33</b>		<b>\$ 555,981</b>

**\*Note:**

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

(a) Deleted 0.93 Lunchroom Worker - 9 Month effective August 19, 2013.

(b) Transfer 1.00 Accountant - 12 Month and 0.80 Program Director - Food Service - 12 Month from Project 3510 - Sodexo - Exclusions effective July 1, 2014.



SCHOOL DISTRICT OF OKALOOSA COUNTY  
Department Staffing Summary  
Fiscal Year 2014-2015

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 2013-2014			
Job Title	# of Positions	Average Cost	Total Cost
Assistant Lunchroom Manager - 9 Month	3.93		\$ 142,893
Lunchroom Worker - 9 Month	45.73		1,487,928
Lunchroom Worker - 9 Month - Less than 4 hours	3.17		63,892
Manager, School Food Service - 9 Month	25.00		1,141,257
<b>(A) Total Positions Approved For FY 2013-2014</b>	<b>77.83</b>		<b>\$ 2,835,970</b>

**Section B-1**

Approved Additions, Deletions and/or Changes - Fiscal Year 2013-2014					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Manager, School Food Service - 9 Month	D	(4.00)	a		\$ (183,933)
Lunchroom Worker - 9 Month	D	(2.52)	b		(60,343)
Lunchroom Worker - 9 Month - Less than 4 hours	D	(0.40)	b		(8,006)
(B-1) Total Approved Additions, Deletions, Changes		(6.92)			\$ (252,282)

**Section B-2**

Requested Additions, Deletions and/or Changes - Fiscal Year 2014-2015					
Job Title	Type*	# of Positions		Average Cost	Total Cost
(B) Total Requested Additions, Deletions, Changes		-			\$ -

**Section C**

Positions Submitted for Approval for Fiscal Year 2014-2015			
Job Title	# of Positions	Average Cost	Total Cost
Assistant Lunchroom Manager - 9 Month	3.93		\$ 142,893
Lunchroom Worker - 9 Month	43.21		1,427,585
Lunchroom Worker - 9 Month - Less than 4 hours	2.77		55,886
Manager, School Food Service - 9 Month	21.00		957,324
<b>(C) Total Positions Submitted for Approval FY 2014-2015</b>	<b>70.91</b>		<b>\$ 2,583,688</b>

**\*Note:**

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

(a) Deleted 4.00 Manager, School Food Service - 9 Month effective August 16, 2013.

(b) Effective changes per department requests for fiscal year 2013-2014.