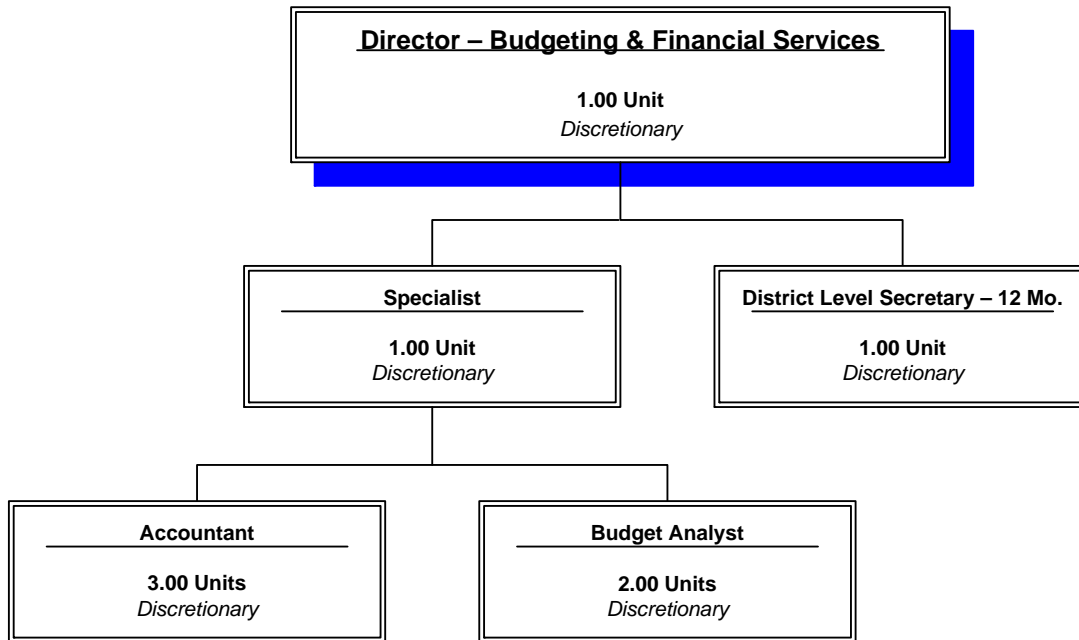


## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2015-2016**

**DEPARTMENT:**            **Budgeting and Financial Services**

**Revised  
6/26/15**

**COST CENTER:**        **9105**

**COST CENTER DESCRIPTION:**

Working with the Chief Financial Officer, the Budgeting Department develops a comprehensive District Budget. Throughout the year, the department handles all aspects of budgeting including, but not limited to, assisting schools and departments with their budgets; preparing budget analyses; overseeing federal and state grants and/or entitlements; overseeing internal funds; providing budget training; providing position control; and providing monthly financial statements and budget amendments to the Board.

**FUND SOURCE:**        Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2014-2015 Appropriation	2015-2016 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 214,398	\$ 222,917	\$ 8,519
	Educational Support	219,296	225,771	6,475
	Instructional	-	-	-
	Professional/Technical	150,160	156,598	6,438
	Subtotal - Salaries & Benefits	<u>583,854</u>	<u>605,286</u>	<u>21,432</u>
300	Purchased Service	6,250	10,150	3,900
400	Energy Services	-	-	-
500	Materials & Supplies	7,000	7,000	-
600	Capital Outlay	2,500	2,500	-
700	Other Expenses	1,250	1,250	-
900	Transfers/Reserves	-	-	-
	<b>Total Combined Appropriation</b>	<u>\$ 600,854</u>	<u>\$ 626,186</u>	<u>\$ 25,332</u>

STAFFING			
	2014-2015 Recommendation	2015-2016 Recommendation	# Increase (Decrease)
Administrative/Managerial	2.00	2.00	-
Educational Support	4.00	4.00	-
Instructional	-	-	-
Professional/Technical	2.00	2.00	-
<b>Total Staff</b>	<u>8.00</u>	<u>8.00</u>	<u>-</u>

**OTHER INFORMATION:**

The Director - Budgeting and Financial Services is the approving authority for this cost center.

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 BUDGET ADJUSTMENT SHEET  
 FISCAL YEAR 2015-2016

MIS 3176

COST CENTER NAME: Budgeting & Financial Services

CENTER NUMBER: 9105

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 staff during seasonal and peak periods	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 10,000		\$ 10,000
0210	FLORIDA RETIREMENT SYSTEM Retirement for Overtime	7500	FISCAL SERVICES (FINANCE DEPT)	648	102	750
0220	FICA (SOCIAL SECURITY) FICA for overtime and temporary employees	7500	FISCAL SERVICES (FINANCE DEPT)	703	77	780
0330	IN COUNTY TRAVEL Reimbursement for travel to meetings and schools	7500	FISCAL SERVICES (FINANCE DEPT)	250		250
0331	OUT OF COUNTY TRAVEL Florida School Finance Officers Association, Inc., Summer Conference	7500	FISCAL SERVICES (FINANCE DEPT)	4,000		4,000
0350	REPAIR AND MAINTENANCE Repair and maintenance of equipment	7500	FISCAL SERVICES (FINANCE DEPT)	1,000		1,000
0360	LEASE AND RENTAL AGREEMENTS Lease of copier	7500	FISCAL SERVICES (FINANCE DEPT)	2,800		2,800
0370	POSTAGE/SHIPPING/TELEGRAM Postage for state and federal reports	7500	FISCAL SERVICES (FINANCE DEPT)	100		100
Sub-Total (Page 1 Only)				\$ 19,501	\$ 179	\$ 19,680
GRAND TOTAL				\$ 32,251	\$ 179	\$ 32,430

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 BUDGET ADJUSTMENT SHEET  
 FISCAL YEAR 2015-2016

MIS 3176

COST CENTER NAME: Budgeting & Financial Services

CENTER NUMBER: 9105

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0390	OTHER PURCHASED SVC-PRINT/COPY Printing of county, state, and other reports	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 2,000		\$ 2,000
0510	SUPPLIES Materials and supplies	7500	FISCAL SERVICES (FINANCE DEPT)	7,000		7,000
0642	EQUIPMENT (UNDER \$1,000) Calculators and other miscellaneous items	7500	FISCAL SERVICES (FINANCE DEPT)	500		500
0644	COMPUTER HARDWARE (UNDER \$1,000) Replace printers, backup devices, and other computer hardware as needed	7500	FISCAL SERVICES (FINANCE DEPT)	1,000		1,000
0692	SOFTWARE - NON CAPITALIZED (UNDER \$1,000) Miscellaneous software upgrades as needed	7500	FISCAL SERVICES (FINANCE DEPT)	1,000		1,000
0730	DUES AND FEES GFOA dues	7500	FISCAL SERVICES (FINANCE DEPT)	250		250
0750	OTHER PERSONNEL SERVICES (TEMP) Temporary employees for seasonal and peak periods	7500	FISCAL SERVICES (FINANCE DEPT)	1,000		1,000
	Sub-Total (Page 2 Only)			\$ 12,750	\$ -	\$ 12,750
	GRAND TOTAL			\$ 32,251	\$ 179	\$ 32,430

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 Department Staffing Summary  
 Fiscal Year 2015-2016

MIS 3390

Revised  
6/26/15

Department Name: Budgeting & Financial Services  
 Cost Center No.: 9105  
 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 2014-2015			
Job Title	# of Positions	Average Cost	Total Cost
Accountant - 12 Month	3.00		\$ 164,298
Budget Analyst - 12 Month	2.00		156,598
Director - Budgeting & Financial Services - 12 Month	1.00		133,593
District Level Secretary - 12 Month	1.00		49,943
Specialist - 12 Month	1.00		89,324
<b>(A) Total Positions Approved For FY 2014-2015</b>	<b>8.00</b>		<b>\$ 593,756</b>

**Section B-1**

Approved Additions, Deletions and/or Changes - Fiscal Year 2014-2015					
Job Title	Type*	# of Positions		Average Cost	Total Cost
<b>(B-1) Total Approved Additions, Deletions, Changes</b>		-			\$ -

**Section B-2**

Requested Additions, Deletions and/or Changes - Fiscal Year 2015-2016					
Job Title	Type*	# of Positions		Average Cost	Total Cost
<b>(B) Total Requested Additions, Deletions, Changes</b>		-			\$ -

**Section C**

Positions Submitted for Approval for Fiscal Year 2015-2016			
Job Title	# of Positions	Average Cost	Total Cost
Accountant - 12 Month	3.00		\$ 164,298
Budget Analyst - 12 Month	2.00		156,598
Director - Budgeting & Financial Services - 12 Month	1.00		133,593
District Level Secretary - 12 Month	1.00		49,943
Specialist - 12 Month	1.00		89,324
<b>(C) Total Positions Submitted for Approval FY 2015-2016</b>	<b>8.00</b>		<b>\$ 593,756</b>

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