

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2015-2016

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 2014-2015 Appropriation	2015-2016 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 42,295	\$ 44,379	\$ 2,084
	Educational Support	88,893	79,902	(8,991)
	Instructional	-	-	-
	Professional / Technical	-	-	-
	Subtotal - Salaries & Benefits	<u>131,188</u>	<u>124,281</u>	<u>(6,907)</u>
300	Purchased Service	81,400	80,949	(451)
400	Energy Services	-	-	-
500	Materials & Supplies	52,412	62,770	10,358
600	Capital Outlay	-	-	-
700	Other Expenses	-	-	-
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	<u>\$ 265,000</u>	<u>\$ 268,000</u>	<u>\$ 3,000</u>

STAFFING			
	2014-2015 Recommendation	2015-2016 Recommendation	# Increase (Decrease)
Administrative/Managerial	0.50	0.50	-
Educational Support	2.00	1.00	(1.00)
Instructional	-	-	-
Professional / Technical	-	-	-
Total Staff	<u>2.50</u>	<u>1.50</u>	<u>(1.00)</u>

OTHER INFORMATION:

The Supervisor - Print Shop, with the oversight from the Deputy Superintendent is the approving authority for this project.

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

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)	\$ 3,000		\$ 3,000
0210	FLORIDA RETIREMENT SYSTEM Benefits for overtime	7760	INTERNAL SVC (PURCH/WAREHOUSE)	243	(18)	225
0220	FICA (SOCIAL SECURITY) FICA for overtime	7760	INTERNAL SVC (PURCH/WAREHOUSE)	230		230
0350	REPAIR AND MAINTENANCE Service agreement with Xerox and Ron's Litho for service on copiers and collator	7760	INTERNAL SVC (PURCH/WAREHOUSE)	15,000		15,000
0360	LEASE AND RENTAL AGREEMENTS Lease and rental agreements with Berney (Xerox)	7760	INTERNAL SVC (PURCH/WAREHOUSE)	36,000		36,000
0370	POSTAGE/SHIPPING/TELEGRAM Meter postage and bulk mail for administration complex and schools	7760	INTERNAL SVC (PURCH/WAREHOUSE)	22,000		22,000
0390	OTHER PURCHASED SVC-PRINT/COPY Printing with outside sources	7760	INTERNAL SVC (PURCH/WAREHOUSE)	7,949		7,949
0510	SUPPLIES Paper and supplies for printing	7760	INTERNAL SVC (PURCH/WAREHOUSE)	47,000	15,770	62,770
Sub-Total (Page 1 Only)				\$ 131,422	\$ 15,752	\$ 147,174
GRAND TOTAL				\$ 131,422	\$ 15,752	\$ 147,174

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

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 2014-2015			
Job Title	# of Positions	Average Cost	Total Cost
Printing Press Operator - 12 Month	2.00		\$ 90,214
Supervisor, Print Shop/Custodian/Grounds - 12 Month	0.50		44,379
(A) Total Positions Approved For FY 2014-2015	2.50		\$ 134,593

Section B-1

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

Section B-2

Requested Additions, Deletions and/or Changes - Fiscal Year 2015-2016					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Printing Press Operator - 12 Month	D	(1.00)	a		\$ (38,211)
Printing Press Operator - 12 Month - Filled 144 Days					21,964
Printing Services Technician - 12 Month	A	1.00	a		44,650
Printing Services Tech. - 12 Month - Vacant 108 Days					(19,848)
Printing Press Operator - 12 Month	D	(1.00)	b		(52,003)
Printing Press Operator - 12 Month - Filled 144 Days					29,681
(B) Total Requested Additions, Deletions, Changes		(1.00)			\$ (13,767)

Section C

Positions Submitted for Approval for Fiscal Year 2015-2016			
Job Title	# of Positions	Average Cost	Total Cost
Printing Services Technician - 12 Month	1.00		\$ 44,650
Supervisor, Print Shop/Custodian/Grounds - 12 Month	0.50		44,379
Reorganizational Cost July 1st through January 30th			31,797
(C) Total Positions Submitted for Approval FY 2015-2016	1.50		\$ 120,826

***Note:**

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

- (a) Delete 1.00 Printing Press Operator - 12 Month and add 1.00 Printing Services Technician - 12 Month effective January 31, 2016.
- (b) Delete 1.00 Printing Press Operator - 12 Month effective January 31, 2016.