

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

**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 2014-2015 Appropriation	2015-2016 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 1,098,511	\$ 959,078	\$ (139,433)
	Educational Support	1,911,155	1,847,161	(63,994)
	Instructional	-	-	-
	Professional / Technical	130,849	138,721	7,872
	Subtotal - Salaries & Benefits	3,140,515	2,944,960	(195,555)
300	Purchased Service	6,606,700	6,448,997	(157,703)
400	Energy Services	100,500	105,500	5,000
500	Materials & Supplies	622,500	695,110	72,610
600	Capital Outlay	153,000	-	(153,000)
700	Other Expenses	366,053	298,792	(67,261)
900	Transfers/Reserves	57,252	-	(57,252)
	<b>Total Combined Appropriation</b>	\$ 11,046,520	\$ 10,493,359	\$ (553,161)

STAFFING			
	2014-2015 Recommendation	2015-2016 Recommendation	# Increase (Decrease)
Administrative/Managerial	22.80	20.00	(2.80)
Educational Support	55.44	52.36	(3.08)
Instructional	-	-	-
Professional / Technical	2.00	2.00	-
<b>Total Staff</b>	80.24	74.36	(5.88)

**OTHER INFORMATION:**

The approving authority is the Specialist - School Food Service.

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

**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 2014-2015 Appropriation	2015-2016 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 957,324	\$ 887,376	\$ (69,948)
	Educational Support	1,626,364	1,612,223	(14,141)
	Instructional	-	-	-
	Professional / Technical	-	-	-
	Subtotal - Salaries & Benefits	2,583,688	2,499,599	(84,089)
300	Purchased Service	-	-	-
400	Energy Services	-	-	-
500	Materials & Supplies	-	-	-
600	Capital Outlay	-	-	-
700	Other Expenses	-	-	-
900	Transfers/Reserves	-	-	-
	<b>Total Combined Appropriation</b>	\$ 2,583,688	\$ 2,499,599	\$ (84,089)

STAFFING			
	2014-2015 Recommendation	2015-2016 Recommendation	# Increase (Decrease)
Administrative/Managerial	21.00	19.00	(2.00)
Educational Support	49.91	47.83	(2.08)
Instructional	-	-	-
Professional / Technical	-	-	-
<b>Total Staff</b>	70.91	66.83	(4.08)

**OTHER INFORMATION:**

The approving authority is the Specialist - School Food Service.

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

**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 2014-2015 Appropriation	2015-2016 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 141,187	\$ 71,702	\$ (69,485)
	Educational Support	284,791	234,938	(49,853)
	Instructional	-	-	-
	Professional / Technical	130,849	138,721	7,872
	Subtotal - Salaries & Benefits	<u>556,827</u>	<u>445,361</u>	<u>(111,466)</u>
300	Purchased Service	6,606,700	6,448,997	(157,703)
400	Energy Services	100,500	105,500	5,000
500	Materials & Supplies	622,500	695,110	72,610
600	Capital Outlay	153,000	-	(153,000)
700	Other Expenses	366,053	298,792	(67,261)
900	Transfers/Reserves	57,252	-	(57,252)
	<b>Total Combined Appropriation</b>	<u>\$ 8,462,832</u>	<u>\$ 7,993,760</u>	<u>\$ (469,072)</u>

STAFFING			
	2014-2015 Recommendation	2015-2016 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.80	1.00	(0.80)
Educational Support	5.53	4.53	(1.00)
Instructional	-	-	-
Professional / Technical	2.00	2.00	-
<b>Total Staff</b>	<u>9.33</u>	<u>7.53</u>	<u>(1.80)</u>

**OTHER INFORMATION:**

The approving authority is the Specialist - School Food Service.

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

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	\$ 800	\$ (61)	\$ 739
0310	PROFESSIONAL & TECHNICAL SERVICE Professional services - payment to FSMC and other	7610	FOOD SERVICES - DEPARTMENT	9,413,474	(3,119,577)	6,293,897
0330	IN COUNTY TRAVEL Travel for cafeteria managers to bank for daily deposits	7610	FOOD SERVICES - DEPARTMENT	10,500		10,500
0331	OUT OF COUNTY TRAVEL Travel to training and Food Service conferences	7610	FOOD SERVICES - DEPARTMENT	8,500		8,500
0350	REPAIR AND MAINTENANCE Food Service Equipment Repair (all schools) (Moved to Project 3510 - SFS Contract Exclusions)	7610	FOOD SERVICES - DEPARTMENT	80,000	(80,000)	-
0354	VEHICLE REPAIR/MAINTENANCE Vehicle repair for Food Service refrigerated trucks (Moved to Project 3510 - SFS Contract Exclusions)	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)				\$ 9,619,074	\$ (3,207,638)	\$ 6,411,436
GRAND TOTAL				\$ 10,934,776	\$ (3,385,638)	\$ 7,549,138

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

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
0365	SOFTWARE SUBSCRIPTIONS MCS and My Fundamentals software (Moved to Project 3510 - SFS Contract Exclusions)	7610	FOOD SERVICES - DEPARTMENT	\$ 28,000	\$ (28,000)	\$ -
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	16,000		16,000
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	3,600		3,600
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
Sub-Total (Page 2 Only)				\$ 61,800	\$ (28,000)	\$ 33,800
GRAND TOTAL				\$ 10,934,776	\$ (3,385,638)	\$ 7,549,138

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

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
0390	OTHER PURCHASED SVC-PRINT/COPY Menus, parent letters, flyers and other information	7610	FOOD SERVICES - DEPARTMENT	\$ 4,500		\$ 4,500
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	12,000		12,000
0460	DIESEL FUEL Fuel for Food Service delivery trucks	7610	FOOD SERVICES - DEPARTMENT	12,000		12,000
0510	SUPPLIES Consumable supplies for cafeterias and central kitchen	7610	FOOD SERVICES - DEPARTMENT	26,500		26,500
0580	COMMODITIES	7610	FOOD SERVICES - DEPARTMENT	668,610		668,610
0641	EQUIPMENT/FIXED ASSETS (OVER \$1,000) Capital equipment (Moved to Project 3510 - SFS Contract Exclusions)	7610	FOOD SERVICES - DEPARTMENT	150,000	(150,000)	-
Sub-Total (Page 3 Only)				\$ 955,110	\$ (150,000)	\$ 805,110
GRAND TOTAL				\$ 10,934,776	\$ (3,385,638)	\$ 7,549,138

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

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
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	-		-
0750	OTHER PERSONNEL SERVICES (TEMP) Summer Feeding temporary personnel	7610	FOOD SERVICES - DEPARTMENT	32,000		32,000
0791	INDIRECT COST Indirect cost: 4.05%	7610	FOOD SERVICES - DEPARTMENT	226,792		226,792
Sub-Total (Page 4 Only)				\$ 298,792	\$ -	\$ 298,792
GRAND TOTAL				<u>\$ 10,934,776</u>	<u>\$ (3,385,638)</u>	<u>\$ 7,549,138</u>

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

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 2014-2015			
Job Title	# of Positions	Average Cost	Total Cost
Assistant Lunchroom Manager - 9 Month	3.93		\$ 148,237
Lunchroom Worker - 9 Month	43.21		1,471,141
Lunchroom Worker - 9 Month - Less than 4 hours	2.77		56,621
Manager, School Food Service - 9 Month	21.00		970,770
<b>(A) Total Positions Approved For FY 2014-2015</b>	70.91		\$ 2,646,769

**Section B-1**

Approved Additions, Deletions and/or Changes - Fiscal Year 2014-2015					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Manager, School Food Service - 9 Month	D	(2.00)	a		\$ (83,394)
Assistant Lunchroom Manager - 9 Month	D	(1.00)	b		(38,995)
Lunchroom Worker - 9 Month	D	(0.68)	c		(16,604)
Lunchroom Worker - 9 Month - Less than 4 hours	D	(0.40)	c		(8,177)
<b>(B-1) Total Approved Additions, Deletions, Changes</b>		(4.08)			\$ (147,170)

**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
Assistant Lunchroom Manager - 9 Month	2.93		\$ 109,242
Lunchroom Worker - 9 Month	42.53		1,454,537
Lunchroom Worker - 9 Month - Less than 4 hours	2.37		48,444
Manager, School Food Service - 9 Month	19.00		887,376
<b>(C) Total Positions Submitted for Approval FY 2015-2016</b>	66.83		\$ 2,499,599

**\*Note:**  
 A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction, R=Retirement  
 (a) Deleted 2.00 Manager, School Food Service - 9 Month effective August 18, 2014.  
 (b) Deleted 1.00 Assistant Lunchroom Manager - 9 Month effective September 22, 2014.  
 (c) Effective changes per department requests for fiscal year 2014-2015.



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

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 2014-2015			
Job Title	# of Positions	Average Cost	Total Cost
Accountant - 12 Month	1.00		\$ 58,773
Custodian - 12 Month	0.53		15,191
Delivery Food Service Personnel - 12 Month	1.00		49,846
District Level Secretary - 12 Month	3.00		169,437
Field Supervisor - Food Service - 12 Month	2.00		138,721
Specialist - 12 Month	0.80		75,010
Warehouse Manager - 12 Month	1.00		71,427
<b>(A) Total Positions Approved For FY 2014-2015</b>	<b>9.33</b>		<b>\$ 578,405</b>

**Section B-1**

Approved Additions, Deletions and/or Changes - Fiscal Year 2014-2015					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Accountant - 12 Month	T	(1.00)	a		\$ (58,773)
Specialist - 12 Month	T	(0.80)	a		(75,010)
<b>(B-1) Total Approved Additions, Deletions, Changes</b>		<b>(1.80)</b>			<b>\$ (133,783)</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>		<b>-</b>			<b>\$ -</b>

**Section C**

Positions Submitted for Approval for Fiscal Year 2015-2016			
Job Title	# of Positions	Average Cost	Total Cost
Custodian - 12 Month	0.53		\$ 15,191
Delivery Food Service Personnel - 12 Month	1.00		49,846
District Level Secretary - 12 Month	3.00		169,437
Field Supervisor - Food Service - 12 Month	2.00		138,721
Warehouse Manager - 12 Month	1.00		71,427
<b>(C) Total Positions Submitted for Approval FY 2015-2016</b>	<b>7.53</b>		<b>\$ 444,622</b>

**\*Note:**

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

(a) Transferred 1.00 Accountant - 12 Month and 0.80 Specialist - 12 Month to Project 3510 - SFS Contract Exclusions effective July 1, 2014.