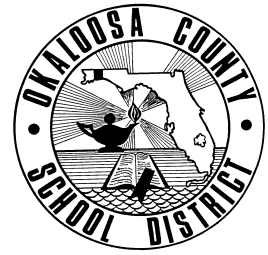
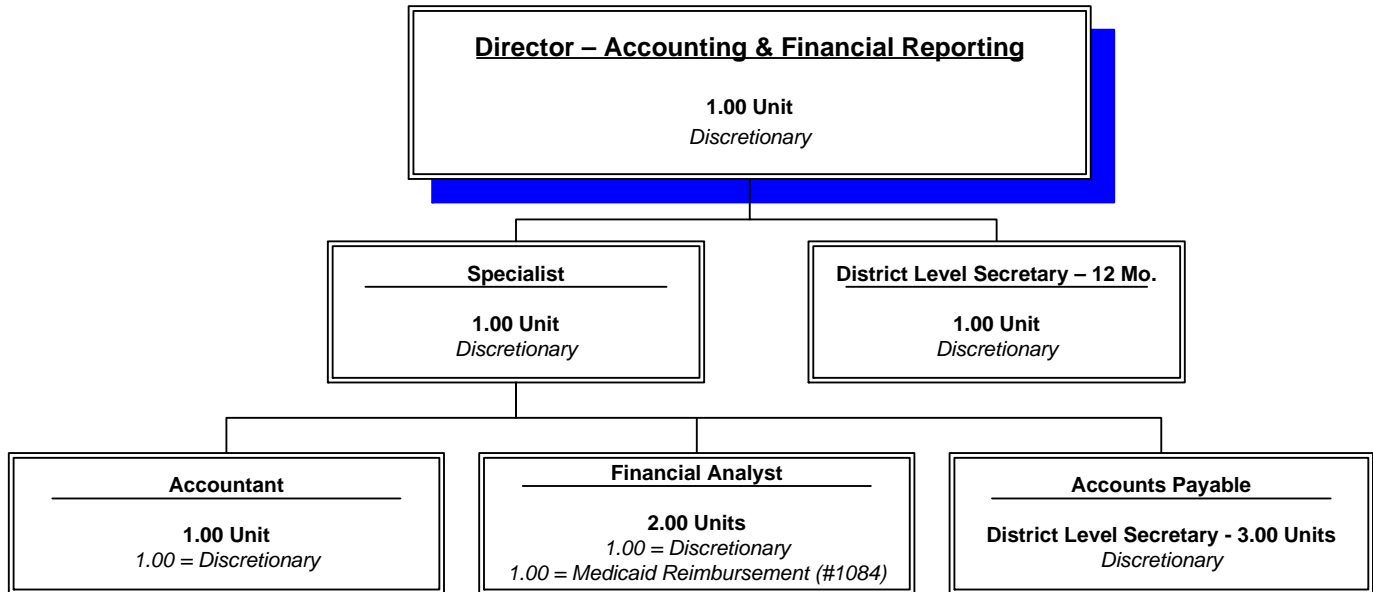


**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**Department Staffing Chart**  
*Accounting & Financial Reporting*  
**Cost Center Number: 9205**  
**Fiscal Year 2016-2017**



## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2016-2017**

**DEPARTMENT:** Accounting and Financial Reporting

**COST CENTER:** 9205

**COST CENTER DESCRIPTION:**

The Accounting & Financial Reporting Department has oversight of District accounting operations in accounts payable, accounts receivable, property control, cash and asset management accounting, and financial reporting.

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

**APPROPRIATIONS AND STAFFING:**

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2015-2016 Appropriation	2016-2017 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 229,421	\$ 236,940	\$ 7,519
	Educational Support	280,170	243,295	(36,875)
	Instructional	-	-	-
	Professional/Technical	85,515	87,731	2,216
	Subtotal - Salaries & Benefits	<u>595,106</u>	<u>567,966</u>	<u>(27,140)</u>
300	Purchased Service	13,550	15,240	1,690
400	Energy Services	-	-	-
500	Materials & Supplies	7,000	7,150	150
600	Capital Outlay	3,400	3,400	-
700	Other Expenses	1,770	1,720	(50)
900	Transfers/Reserves	-	-	-
	Total Combined Appropriator	<u>\$ 620,826</u>	<u>\$ 595,476</u>	<u>\$ (25,350)</u>

STAFFING			
	2015-2016 Recommendation	2016-2017 Recommendation	# Increase (Decrease)
Administrative/Managerial	2.00	2.00	-
Educational Support	5.00	5.00	-
Instructional	-	-	-
Professional/Technical	1.00	1.00	-
Total Staff	<u>8.00</u>	<u>8.00</u>	<u>-</u>

**OTHER INFORMATION:**

The Director - Accounting and Financial Reporting is the approving authority for this cost center.

SCHOOL DISTRICT OF OKALOOSA COUNTY  
BUDGET ADJUSTMENT SHEET  
FISCAL YEAR 2016-2017

MIS 3176

COST CENTER NAME: Accounting & Financial Reporting

CENTER NUMBER: 9205

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 personnel during seasonal and peak periods	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 4,000		\$ 4,000
0210	FLORIDA RETIREMENT SYSTEM Retirement for overtime	7500	FISCAL SERVICES (FINANCE DEPT)	300	12	312
0220	FICA (SOCIAL SECURITY) FICA for overtime and temporary personnel	7500	FISCAL SERVICES (FINANCE DEPT)	306	19	325
0330	IN COUNTY TRAVEL Reimbursement for travel to meetings, school daycares, fixed asset tagging, and inventory review	7500	FISCAL SERVICES (FINANCE DEPT)	600		600
0331	OUT OF COUNTY TRAVEL Reimbursement for travel to various DOE meetings and finance related conferences for Director and Specialist to keep abreast of GASB/GAAP requirements as well as Florida school district related issues and investment related training	7500	FISCAL SERVICES (FINANCE DEPT)	3,500		3,500
0350	REPAIR AND MAINTENANCE Repair and maintenance of equipment	7500	FISCAL SERVICES (FINANCE DEPT)	300		300
0360	LEASE AND RENTAL AGREEMENTS Lease agreement for copier and maintenance support for the two folding machines	7500	FISCAL SERVICES (FINANCE DEPT)	4,500	1,000	5,500
0365	SOFTWARE SUBSCRIPTIONS GARS Online (Governmental Accounting Research System) \$390 and 4 user Datawatch Monarch annual maintenance @ \$200 each	7500	FISCAL SERVICES (FINANCE DEPT)	1,190		1,190
Sub-Total (Page 1 Only)				\$ 14,696	\$ 1,031	\$ 15,727
GRAND TOTAL				\$ 31,116	\$ 1,031	\$ 32,147

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 BUDGET ADJUSTMENT SHEET  
 FISCAL YEAR 2016-2017

MIS 3176

COST CENTER NAME: Accounting & Financial Reporting

CENTER NUMBER: 9205

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 for AP checks, 1098's, 1099's, and various correspondence	7900	OPERATION OF PLANT	\$ 4,000		\$ 4,000
0372	TELEPHONE MAINTENANCE Telephone maintenance/repair	7500	FISCAL SERVICES (FINANCE DEPT)	150		150
0510	SUPPLIES Supplies for operations	7500	FISCAL SERVICES (FINANCE DEPT)	7,000		7,000
0511	DIGITAL BOOKS - OTHER GAAFR (Governmental Accounting, Auditing, and Financial Reporting) searchable ebook	7500	FISCAL SERVICES (FINANCE DEPT)	150		150
0642	EQUIPMENT (UNDER \$1,000) Replacement calculators and other equipment as needed	7500	FISCAL SERVICES (FINANCE DEPT)	1,200		1,200
0644	COMPUTER HARDWARE (UNDER \$1,000) Replacement printers and related hardware as needed	7500	FISCAL SERVICES (FINANCE DEPT)	1,200		1,200
0692	SOFTWARE - NON CAPITALIZED (UNDER \$1,000) Upgrades and other software as needed	7500	FISCAL SERVICES (FINANCE DEPT)	1,000		1,000
0730	DUES AND FEES GFOA and FGFOA membership dues for Director and Specialist	7500	FISCAL SERVICES (FINANCE DEPT)	420		420
Sub-Total (Page 2 Only)				\$ 15,120	\$ -	\$ 15,120
GRAND TOTAL				\$ 31,116	\$ 1,031	\$ 32,147



**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**Department Staffing Summary**  
**Fiscal Year 2016-2017**

MIS 3390

Department Name: Accounting & Financial Reporting  
 Cost Center No.: 9205  
 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 2015-2016			
Job Title	# of Positions	Average Cost	Total Cost
Accountant - 12 Month	1.00		\$ 62,157
Director - Accounting & Financial Reporting - 12 Month	1.00		138,756
District Level Secretary - 12 Month	4.00		176,501
Financial Analyst - 12 Month	1.00		87,731
Specialist - 12 Month	1.00		98,184
<b>(A) Total Positions Approved For FY 2015-2016</b>	<b>8.00</b>		<b>\$ 563,329</b>

**Section B-1**

Approved Additions, Deletions and/or Changes - Fiscal Year 2015-2016					
Job Title	Type*	# of Positions	Average Cost	Total Cost	
<b>(B-1) Total Approved Additions, Deletions, Changes</b>		<b>-</b>		<b>\$</b>	<b>-</b>

**Section B-2**

Requested Additions, Deletions and/or Changes - Fiscal Year 2016-2017					
Job Title	Type*	# of Positions	Average Cost	Total Cost	
<b>(B) Total Requested Additions, Deletions, Changes</b>		<b>-</b>		<b>\$</b>	<b>-</b>

**Section C**

Positions Submitted for Approval for Fiscal Year 2016-2017			
Job Title	# of Positions	Average Cost	Total Cost
Accountant - 12 Month	1.00		\$ 62,157
Director - Accounting & Financial Reporting - 12 Month	1.00		138,756
District Level Secretary - 12 Month	4.00		176,501
Financial Analyst - 12 Month	1.00		87,731
Specialist - 12 Month	1.00		98,184
<b>(C) Total Positions Submitted for Approval FY 2016-2017</b>	<b>8.00</b>		<b>\$ 563,329</b>

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