

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2016-2017

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 2015-2016 Appropriation	2016-2017 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 959,078	\$ 980,552	\$ 21,474
	Educational Support	1,847,161	1,648,624	(198,537)
	Instructional	-	-	-
	Professional / Technical	138,721	144,793	6,072
	Subtotal - Salaries & Benefits	2,944,960	2,773,969	(170,991)
300	Purchased Service	6,448,997	5,996,097	(452,900)
400	Energy Services	105,500	89,300	(16,200)
500	Materials & Supplies	695,110	828,000	132,890
600	Capital Outlay	-	-	-
700	Other Expenses	298,792	323,400	24,608
900	Transfers/Reserves	-	786,119	786,119
	Total Combined Appropriation	\$ 10,493,359	\$ 10,796,885	\$ 303,526

STAFFING			
	2015-2016 Recommendation	2016-2017 Recommendation	# Increase (Decrease)
Administrative/Managerial	20.00	20.00	-
Educational Support	52.36	43.70	(8.66)
Instructional	-	-	-
Professional / Technical	2.00	2.00	-
Total Staff	74.36	65.70	(8.66)

OTHER INFORMATION:

The approving authority is the Specialist - School Food Service.

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2016-2017

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 2015-2016 Appropriation	2016-2017 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 887,376	\$ 907,812	\$ 20,436
	Educational Support	1,612,223	1,424,361	(187,862)
	Instructional	-	-	-
	Professional / Technical	-	-	-
	Subtotal - Salaries & Benefits	2,499,599	2,332,173	(167,426)
300	Purchased Service	-	-	-
400	Energy Services	-	-	-
500	Materials & Supplies	-	-	-
600	Capital Outlay	-	-	-
700	Other Expenses	-	-	-
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	\$ 2,499,599	\$ 2,332,173	\$ (167,426)

STAFFING			
	2015-2016 Recommendation	2016-2017 Recommendation	# Increase (Decrease)
Administrative/Managerial	19.00	19.00	-
Educational Support	47.83	39.17	(8.66)
Instructional	-	-	-
Professional / Technical	-	-	-
Total Staff	66.83	58.17	(8.66)

OTHER INFORMATION:

The approving authority is the Specialist - School Food Service.

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2016-2017

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 2015-2016 Appropriation	2016-2017 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 71,702	\$ 72,740	\$ 1,038
	Educational Support	234,938	224,263	(10,675)
	Instructional	-	-	-
	Professional / Technical	138,721	144,793	6,072
	Subtotal - Salaries & Benefits	445,361	441,796	(3,565)
300	Purchased Service	6,448,997	5,996,097	(452,900)
400	Energy Services	105,500	89,300	(16,200)
500	Materials & Supplies	695,110	828,000	132,890
600	Capital Outlay	-	-	-
700	Other Expenses	298,792	323,400	24,608
900	Transfers/Reserves	-	786,119	786,119
	Total Combined Appropriation	\$ 7,993,760	\$ 8,464,712	\$ 470,952

STAFFING			
	2015-2016 Recommendation	2016-2017 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	1.00	-
Educational Support	4.53	4.53	-
Instructional	-	-	-
Professional / Technical	2.00	2.00	-
Total Staff	7.53	7.53	-

OTHER INFORMATION:

The approving authority is the Specialist - School Food Service.

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

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 temporary personnel	7610	FOOD SERVICES - DEPARTMENT	\$ -	\$ 643	\$ 643
0310	PROFESSIONAL & TECHNICAL SERVICE Payment to FSMC and other	7610	FOOD SERVICES - DEPARTMENT	5,861,007		5,861,007
0330	IN COUNTY TRAVEL Travel for cafeteria managers to bank for daily deposits	7610	FOOD SERVICES - DEPARTMENT	5,000		5,000
0331	OUT OF COUNTY TRAVEL Travel to training and Food Service conferences	7610	FOOD SERVICES - DEPARTMENT	5,000		5,000
0350	REPAIR AND MAINTENANCE Food Service Equipment Repair (all schools) (Moved to Project 3510 - SFS Contract Exclusions)	7610	FOOD SERVICES - DEPARTMENT	60,400	(60,400)	-
0354	VEHICLE REPAIR/MAINTENANCE Vehicle repair for Food Service refrigerated trucks (Moved to Project 3510 - SFS Contract Exclusions)	7610	FOOD SERVICES - DEPARTMENT	12,000	(12,000)	-
0360	LEASE AND RENTAL AGREEMENTS Lease agreement for copy machine	7610	FOOD SERVICES - DEPARTMENT	3,800		3,800
0363	SEAT MANAGED - COMPUTERS Lease agreement for Food Service POs and computers	7610	FOOD SERVICES - DEPARTMENT	85,000		85,000
Sub-Total (Page 1 Only)				\$ 6,032,207	\$ (71,757)	\$ 5,960,450
GRAND TOTAL				\$ 11,266,134	\$ (3,242,575)	\$ 8,023,559

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

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 Monarch Classic maintenance (Moved to Project 3510 - SFS Contract Exclusions)	7610	FOOD SERVICES - DEPARTMENT	\$ 200	\$ (200)	\$ -
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	14,000		14,000
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 (Moved department head and accountant stipends to Project 3510 - SFS Contract Exclusions)	7610	FOOD SERVICES - DEPARTMENT	3,600	(1,260)	2,340
0381	WATER AND SEWAGE Water and sewage at the nutrition center	7610	FOOD SERVICES - DEPARTMENT	1,500		1,500
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	6,200		6,200
Sub-Total (Page 2 Only)				\$ 37,750	\$ (1,460)	\$ 36,290
GRAND TOTAL				\$ 11,266,134	\$ (3,242,575)	\$ 8,023,559

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

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	\$ 2,300		\$ 2,300
0430	ELECTRICITY Electric service for the nutrition center	7610	FOOD SERVICES - DEPARTMENT	70,000		70,000
0450	GASOLINE Food delivery and transportation for supervisors	7610	FOOD SERVICES - DEPARTMENT	9,500		9,500
0460	DIESEL FUEL Fuel for Food Service delivery trucks	7610	FOOD SERVICES - DEPARTMENT	7,500		7,500
0510	SUPPLIES Consumable supplies for cafeterias and central kitchen	7610	FOOD SERVICES - DEPARTMENT	30,000		30,000
0580	COMMODITIES	7610	FOOD SERVICES - DEPARTMENT	798,623	(623)	798,000
0641	EQUIPMENT/FIXED ASSETS (OVER \$1,000) New kitchen equipment (Moved to Project 3510 - SFS Contract Exclusions)	7610	FOOD SERVICES - DEPARTMENT	200,000	(200,000)	-
0730	DUES AND FEES Bank analysis fees and Health Department fees and tolls	7610	FOOD SERVICES - DEPARTMENT	20,000		20,000
Sub-Total (Page 3 Only)				\$ 1,137,923	\$ (200,623)	\$ 937,300
GRAND TOTAL				\$ 11,266,134	\$ (3,242,575)	\$ 8,023,559

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

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
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	271,400		271,400
0990	FUND BALANCE-UNAPPROPRIATED	9890	RESERVES	3,754,854	(2,968,735)	786,119
Sub-Total (Page 4 Only)				\$ 4,058,254	\$ (2,968,735)	\$ 1,089,519
GRAND TOTAL				\$ 11,266,134	\$ (3,242,575)	\$ 8,023,559

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

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 2015-2016			
Job Title	# of Positions	Average Cost	Total Cost
Assistant Lunchroom Manager - 9 Month	2.93		\$ 112,442
Lunchroom Worker - 9 Month	42.53		1,564,912
Lunchroom Worker - 9 Month - Less than 4 hours	2.37		56,358
Manager, School Food Service - 9 Month	19.00		907,812
(A) Total Positions Approved For FY 2015-2016	66.83		\$ 2,641,524

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2015-2016					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Assistant Lunchroom Manager - 9 Month	D	(1.00)	a		\$ (38,826)
Lunchroom Worker - 9 Month	D	(6.46)	b		(241,990)
Lunchroom Worker - 9 Month - Less than 4 hours	D	(1.20)	b		(28,535)
(B-1) Total Approved Additions, Deletions, Changes		(8.66)			\$ (309,351)

Section B-2

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

Section C

Positions Submitted for Approval for Fiscal Year 2016-2017			
Job Title	# of Positions	Average Cost	Total Cost
Assistant Lunchroom Manager - 9 Month	1.93		\$ 73,616
Lunchroom Worker - 9 Month	36.07		1,322,922
Lunchroom Worker - 9 Month - Less than 4 hours	1.17		27,823
Manager, School Food Service - 9 Month	19.00		907,812
(C) Total Positions Submitted for Approval FY 2016-2017	58.17		\$ 2,332,173

***Note:**

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

- (a) Deleted 1.00 Assistant Lunchroom Manager - 9 Month effective August 17, 2015.
(b) Effective changes per department requests for fiscal year 2015-2016.

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

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 2015-2016			
Job Title	# of Positions	Average Cost	Total Cost
Custodian - 12 Month	0.53		\$ 16,029
Delivery Food Service Personnel - 12 Month	1.00		50,672
District Level Secretary - 12 Month	3.00		156,919
Field Supervisor - Food Service - 12 Month	2.00		144,793
Warehouse Manager - 12 Month	1.00		72,740
(A) Total Positions Approved For FY 2015-2016	7.53		\$ 441,153

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2015-2016				
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 2016-2017				
Job Title	Type*	# of Positions	Average Cost	Total Cost
(B) Total Requested Additions, Deletions, Changes		-		\$ -

Section C

Positions Submitted for Approval for Fiscal Year 2016-2017			
Job Title	# of Positions	Average Cost	Total Cost
Custodian - 12 Month	0.53		\$ 16,029
Delivery Food Service Personnel - 12 Month	1.00		50,672
District Level Secretary - 12 Month	3.00		156,919
Field Supervisor - Food Service - 12 Month	2.00		144,793
Warehouse Manager - 12 Month	1.00		72,740
(C) Total Positions Submitted for Approval FY 2016-2017	7.53		\$ 441,153

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