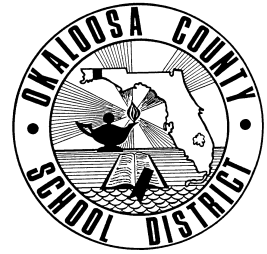
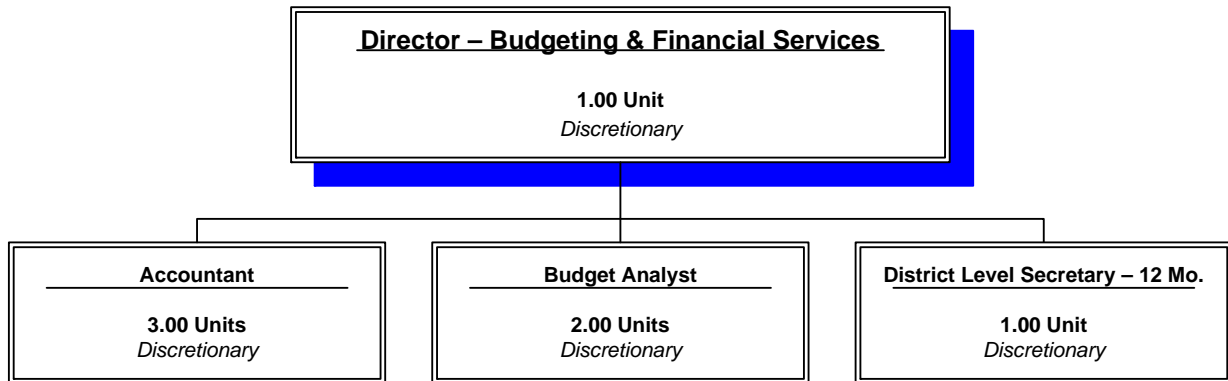


SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Chart
Budgeting & Financial Services
Cost Center Number: 9105
Fiscal Year 2017-2018



Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT
DISTRICT LEVEL - COST CENTER BUDGETS
FISCAL YEAR 2017-2018**

DEPARTMENT: **Budgeting and Financial Services**

COST CENTER: **9105**

COST CENTER DESCRIPTION:

The Budgeting & Financial Services Department assists the Chief Financial Officer in the development of a comprehensive District Budget. Throughout the year, the department handles all aspects of budgeting such as assisting schools and departments with their budgets, preparing budget analyses, overseeing federal and state grants and/or entitlements, providing budget training, providing position control, and providing monthly financial statements and budget amendments to the Board. In addition, the department reconciles the District bank statements, maintains the Finance website, and oversees internal funds.

FUND SOURCE: Unrestricted - General Operating Fund

APPROPRIATIONS AND STAFFING:

| APPROPRIATIONS | | | | |
|----------------------------|-------------------------------------|-------------------------------------------------|------------------------------------|-----------------------------------|
| Object Group Number | Object Group Name | Original 2016-2017 Appropriation | 2017-2018 Appropriation | \$ Increase (Decrease) |
| 100 / 200 | Salaries & Benefits | | | |
| | Administrative/Managerial | \$ 227,385 | \$ 138,697 | \$ (88,688) |
| | Educational Support | 229,379 | 225,853 | (3,526) |
| | Instructional | - | - | - |
| | Professional/Technical | 164,447 | 172,408 | 7,961 |
| | Subtotal - Salaries & Benefits | <u>621,211</u> | <u>536,958</u> | <u>(84,253)</u> |
| 300 | Purchased Service | 11,150 | 8,350 | (2,800) |
| 400 | Energy Services | - | - | - |
| 500 | Materials & Supplies | 6,000 | 5,000 | (1,000) |
| 600 | Capital Outlay | 2,500 | 2,500 | - |
| 700 | Other Expenses | 1,250 | 1,250 | - |
| 900 | Transfers/Reserves | - | - | - |
| | Total Combined Appropriation | <u>\$ 642,111</u> | <u>\$ 554,058</u> | <u>\$ (88,053)</u> |

| STAFFING | | | |
|---------------------------|-------------------------------------|-------------------------------------|----------------------------------|
| | 2016-2017 Recommendation | 2017-2018 Recommendation | # Increase (Decrease) |
| Administrative/Managerial | 2.00 | 1.00 | (1.00) |
| Educational Support | 4.00 | 4.00 | - |
| Instructional | - | - | - |
| Professional/Technical | 2.00 | 2.00 | - |
| Total Staff | <u>8.00</u> | <u>7.00</u> | <u>(1.00)</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 2017-2018

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 | \$ (3,000) | \$ 7,000 |
| 0210 | FLORIDA RETIREMENT SYSTEM Retirement for Overtime | 7500 | FISCAL SERVICES (FINANCE DEPT) | 752 | (197) | 555 |
| 0220 | FICA (SOCIAL SECURITY) FICA for overtime and temporary employees | 7500 | FISCAL SERVICES (FINANCE DEPT) | 780 | (230) | 550 |
| 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) | 3,000 | (3,000) | - |
| 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) | 2,700 | | 2,700 |
| 0365 | SOFTWARE SUBSCRIPTIONS Monarch software maintenance | 7500 | FISCAL SERVICES (FINANCE DEPT) | 1,300 | | 1,300 |
| Sub-Total (Page 1 Only) | | | | \$ 19,782 | \$ (6,427) | \$ 13,355 |
| GRAND TOTAL | | | | \$ 31,632 | \$ (6,427) | \$ 25,205 |

SCHOOL DISTRICT OF OKALOOSA COUNTY
 BUDGET ADJUSTMENT SHEET
 FISCAL YEAR 2017-2018

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 |
|-------------------------|--------------------------------------------------------------------------------------------------------------|------|--------------------------------|------------------|------------|-----------------------|
| 0370 | POSTAGE/SHIPPING/TELEGRAM Postage for state and federal reports | 7500 | FISCAL SERVICES (FINANCE DEPT) | \$ 100 | | \$ 100 |
| 0390 | OTHER PURCHASED SVC-PRINT/COPY Printing of county, state, and other reports | 7500 | FISCAL SERVICES (FINANCE DEPT) | 3,000 | | 3,000 |
| 0510 | SUPPLIES Materials and supplies | 7500 | FISCAL SERVICES (FINANCE DEPT) | 5,000 | | 5,000 |
| 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) | | | | \$ 11,850 | \$ - | \$ 11,850 |
| GRAND TOTAL | | | | \$ 31,632 | \$ (6,427) | \$ 25,205 |

SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Summary
Fiscal Year 2017-2018

MIS 3390

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 2016-2017 | | | |
|------------------------------------------------------|----------------|--------------|-------------------|
| Job Title | # of Positions | Average Cost | Total Cost |
| Accountant - 12 Month | 3.00 | | \$ 174,559 |
| Budget Analyst - 12 Month | 2.00 | | 172,408 |
| Director - Budgeting & Financial Services - 12 Month | 1.00 | | 138,697 |
| District Level Secretary - 12 Month | 1.00 | | 43,189 |
| Specialist - 12 Month | 1.00 | | 92,775 |
| | | | |
| | | | |
| | | | |
| | | | |
| (A) Total Positions Approved For FY 2016-2017 | 8.00 | | \$ 621,628 |

Section B-1

| Approved Additions, Deletions and/or Changes - Fiscal Year 2016-2017 | | | | | |
|----------------------------------------------------------------------|-------|----------------|--|--------------|------------|
| 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 2017-2018 | | | | | |
|-----------------------------------------------------------------------|-------|----------------|---|--------------|-------------|
| Job Title | Type* | # of Positions | | Average Cost | Total Cost |
| Specialist - 12 Month | D | (1.00) | a | | \$ (92,775) |
| | | | | | |
| | | | | | |
| | | | | | |
| (B) Total Requested Additions, Deletions, Changes | | (1.00) | | | \$ (92,775) |

Section C

| Positions Submitted for Approval for Fiscal Year 2017-2018 | | | |
|----------------------------------------------------------------|----------------|--------------|-------------------|
| Job Title | # of Positions | Average Cost | Total Cost |
| Accountant - 12 Month | 3.00 | | \$ 174,559 |
| Budget Analyst - 12 Month | 2.00 | | 172,408 |
| Director - Budgeting & Financial Services - 12 Month | 1.00 | | 138,697 |
| District Level Secretary - 12 Month | 1.00 | | 43,189 |
| | | | |
| | | | |
| | | | |
| | | | |
| (C) Total Positions Submitted for Approval FY 2017-2018 | 7.00 | | \$ 528,853 |

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

(a) Delete 1.00 Specialist - 12 Month effective July 1, 2017.