

**School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2017-2018**

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				
<u>Object Group Number</u>	<u>Object Group Name</u>	<u>Original 2016-2017 Appropriation</u>	<u>2017-2018 Appropriation</u>	<u>\$ Increase (Decrease)</u>
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 980,552	\$ 1,008,740	\$ 28,188
	Educational Support	1,648,624	1,630,572	(18,052)
	Instructional	-	-	-
	Professional / Technical	144,793	140,640	(4,153)
	Subtotal - Salaries & Benefits	<u>2,773,969</u>	<u>2,779,952</u>	<u>5,983</u>
300	Purchased Service	5,996,097	6,086,192	90,095
400	Energy Services	89,300	84,800	(4,500)
500	Materials & Supplies	828,000	823,719	(4,281)
600	Capital Outlay	-	-	-
700	Other Expenses	323,400	316,400	(7,000)
900	Transfers/Reserves	786,119	723,912	(62,207)
	Total Combined Appropriation	<u>\$ 10,796,885</u>	<u>\$ 10,814,975</u>	<u>\$ 18,090</u>

STAFFING			
	<u>2016-2017 Recommendation</u>	<u>2017-2018 Recommendation</u>	<u># Increase (Decrease)</u>
Administrative/Managerial	20.00	20.00	-
Educational Support	43.70	41.00	(2.70)
Instructional	-	-	-
Professional / Technical	2.00	2.00	-
Total Staff	<u>65.70</u>	<u>63.00</u>	<u>(2.70)</u>

OTHER INFORMATION:

The approving authority is the Specialist - School Food Service.

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2017-2018

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 2016-2017 Appropriation	2017-2018 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 907,812	\$ 955,433	\$ 47,621
	Educational Support	1,424,361	1,419,736	(4,625)
	Instructional	-	-	-
	Professional / Technical	-	-	-
	Subtotal - Salaries & Benefits	<u>2,332,173</u>	<u>2,375,169</u>	<u>42,996</u>
300	Purchased Service	-	-	-
400	Energy Services	-	-	-
500	Materials & Supplies	-	-	-
600	Capital Outlay	-	-	-
700	Other Expenses	-	-	-
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	<u>\$ 2,332,173</u>	<u>\$ 2,375,169</u>	<u>\$ 42,996</u>

STAFFING			
	2016-2017 Recommendation	2017-2018 Recommendation	# Increase (Decrease)
Administrative/Managerial	19.00	19.00	-
Educational Support	39.17	36.47	(2.70)
Instructional	-	-	-
Professional / Technical	-	-	-
Total Staff	<u>58.17</u>	<u>55.47</u>	<u>(2.70)</u>

OTHER INFORMATION:

The approving authority is the Specialist - School Food Service.

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

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 2016-2017			
Job Title	# of Positions	Average Cost	Total Cost
Assistant Lunchroom Manager - 9 Month	1.93		\$ 79,414
Lunchroom Worker - 9 Month	36.07		1,403,512
Lunchroom Worker - 9 Month - Less than 4 hours	1.17		49,448
Manager, School Food Service - 9 Month	19.00		955,433
(A) Total Positions Approved For FY 2016-2017	58.17		\$ 2,487,807

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2016-2017					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Assistant Lunchroom Manager - 9 Month	D	(0.93)	a		\$ (37,821)
Assistant Lunchroom Manager - 9 Month	D	(1.00)	b		(41,593)
Lunchroom Worker - 9 Month	A	1.00	b		43,938
Lunchroom Worker - 9 Month	A	(0.87)	c		(39,465)
Lunchroom Worker - 9 Month - Less than 4 hours	D	(0.90)	c		(37,697)
(B-1) Total Approved Additions, Deletions, Changes		(2.70)			\$ (112,638)

Section B-2

Requested Additions, Deletions and/or Changes - Fiscal Year 2017-2018					
Job Title	Type*	# of Positions		Average Cost	Total Cost
(B) Total Requested Additions, Deletions, Changes		-			\$ -

Section C

Positions Submitted for Approval for Fiscal Year 2017-2018			
Job Title	# of Positions	Average Cost	Total Cost
Lunchroom Worker - 9 Month	36.20		\$ 1,407,985
Lunchroom Worker - 9 Month - Less than 4 hours	0.27		11,751
Manager, School Food Service - 9 Month	19.00		955,433
(C) Total Positions Submitted for Approval FY 2017-2018	55.47		\$ 2,375,169

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

- (a) Deleted 0.93 Assistant Lunchroom Manager - 9 Month effective August 9, 2016.
- (b) Deleted 1.00 Assistant Lunchroom Manager - 9 Month and added 1.00 Lunchroom Worker - 9 Month effective January 17, 2017.
- (c) Effective changes per department requests for fiscal year 2016-2017.

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2017-2018

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 2016-2017 Appropriation	2017-2018 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 72,740	\$ 53,307	\$ (19,433)
	Educational Support	224,263	210,836	(13,427)
	Instructional	-	-	-
	Professional / Technical	144,793	140,640	(4,153)
	Subtotal - Salaries & Benefits	<u>441,796</u>	<u>404,783</u>	<u>(37,013)</u>
300	Purchased Service	5,996,097	6,086,192	90,095
400	Energy Services	89,300	84,800	(4,500)
500	Materials & Supplies	828,000	823,719	(4,281)
600	Capital Outlay	-	-	-
700	Other Expenses	323,400	316,400	(7,000)
900	Transfers/Reserves	786,119	723,912	(62,207)
	Total Combined Appropriation	<u>\$ 8,464,712</u>	<u>\$ 8,439,806</u>	<u>\$ (24,906)</u>

STAFFING			
	2016-2017 Recommendation	2017-2018 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	1.00	-
Educational Support	4.53	4.53	-
Instructional	-	-	-
Professional / Technical	2.00	2.00	-
Total Staff	<u>7.53</u>	<u>7.53</u>	<u>-</u>

OTHER INFORMATION:

The approving authority is the Specialist - School Food Service.

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

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	\$ -	\$ 506	\$ 506
0310	PROFESSIONAL & TECHNICAL SERVICE Payment to FSMC and other	7610	FOOD SERVICES - DEPARTMENT	5,964,332		5,964,332
0330	IN COUNTY TRAVEL Travel for cafeteria managers to bank for daily deposits	7610	FOOD SERVICES - DEPARTMENT	3,500		3,500
0331	OUT OF COUNTY TRAVEL Travel to training and Food Service conferences	7610	FOOD SERVICES - DEPARTMENT	4,050		4,050
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	11,300	(11,300)	-
0360	LEASE AND RENTAL AGREEMENTS Lease agreement for copy machine	7610	FOOD SERVICES - DEPARTMENT	2,130		2,130
0363	SEAT MANAGED - COMPUTERS Lease agreement for Food Service POs and computers	7610	FOOD SERVICES - DEPARTMENT	80,000		80,000
Sub-Total (Page 1 Only)				\$ 6,145,312	\$ (90,794)	\$ 6,054,518
GRAND TOTAL				\$ 11,512,561	\$ (3,477,032)	\$ 8,035,529

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

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
0370	POSTAGE/SHIPPING/TELEGRAM Postage mailing for free and reduced, collection, and other mailings	7610	FOOD SERVICES - DEPARTMENT	\$ 4,000		\$ 4,000
0371	TELEPHONE Service in cafeterias and central kitchen	7610	FOOD SERVICES - DEPARTMENT	9,000		9,000
0373	TELEPHONE LONG DISTANCE Long distance service at the central nutrition center	7610	FOOD SERVICES - DEPARTMENT	240		240
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	1,800	(1,260)	540
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	10,700		10,700
0390	OTHER PURCHASED SVC-PRINT/COPY Menus, parent letters, flyers and other information	7610	FOOD SERVICES - DEPARTMENT	6,200		6,200
0410	NATURAL GAS Natural gas for the nutrition center	7610	FOOD SERVICES - DEPARTMENT	2,300		2,300
Sub-Total (Page 2 Only)				\$ 35,740	\$ (1,260)	\$ 34,480
GRAND TOTAL				\$ 11,512,561	\$ (3,477,032)	\$ 8,035,529

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

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
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	6,500		6,500
0460	DIESEL FUEL Fuel for Food Service delivery trucks	7610	FOOD SERVICES - DEPARTMENT	6,000		6,000
0510	SUPPLIES Consumable supplies for cafeterias and central kitchen	7610	FOOD SERVICES - DEPARTMENT	25,000		25,000
0580	COMMODITIES	7610	FOOD SERVICES - DEPARTMENT	798,719		798,719
0641	EQUIPMENT/FIXED ASSETS (OVER \$1,000) New kitchen equipment (Moved to Project 3510 - SFS Contract Exclusions)	7610	FOOD SERVICES - DEPARTMENT	400,000	(400,000)	-
0730	DUES AND FEES Bank analysis fees and Health Department fees and tolls	7610	FOOD SERVICES - DEPARTMENT	13,000		13,000
0731	ONLINE CREDIT CARD FEES Online credit card fees (Appropriations will be budgeted as revenue is received.)	7610	FOOD SERVICES - DEPARTMENT	-		-
Sub-Total (Page 3 Only)				\$ 1,319,219	\$ (400,000)	\$ 919,219
GRAND TOTAL				\$ 11,512,561	\$ (3,477,032)	\$ 8,035,529

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

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 2016-2017			
Job Title	# of Positions	Average Cost	Total Cost
Custodian - 12 Month	0.53		\$ 16,646
Delivery Food Service Personnel - 12 Month	1.00		31,384
District Level Secretary - 12 Month	3.00		162,300
Field Supervisor - Food Service - 12 Month	2.00		140,640
Warehouse Manager - 12 Month	1.00		53,307
(A) Total Positions Approved For FY 2016-2017	7.53		\$ 404,277

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
(B) Total Requested Additions, Deletions, Changes		-		\$ -

Section C

Positions Submitted for Approval for Fiscal Year 2017-2018			
Job Title	# of Positions	Average Cost	Total Cost
Custodian - 12 Month	0.53		\$ 16,646
Delivery Food Service Personnel - 12 Month	1.00		31,384
District Level Secretary - 12 Month	3.00		162,300
Field Supervisor - Food Service - 12 Month	2.00		140,640
Warehouse Manager - 12 Month	1.00		53,307
(C) Total Positions Submitted for Approval FY 2017-2018	7.53		\$ 404,277

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