

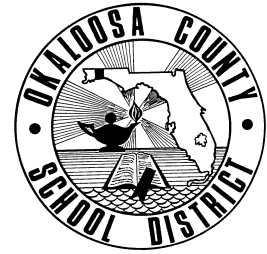
**SCHOOL DISTRICT OF OKALOOSA COUNTY**

**Department Organizational Chart**

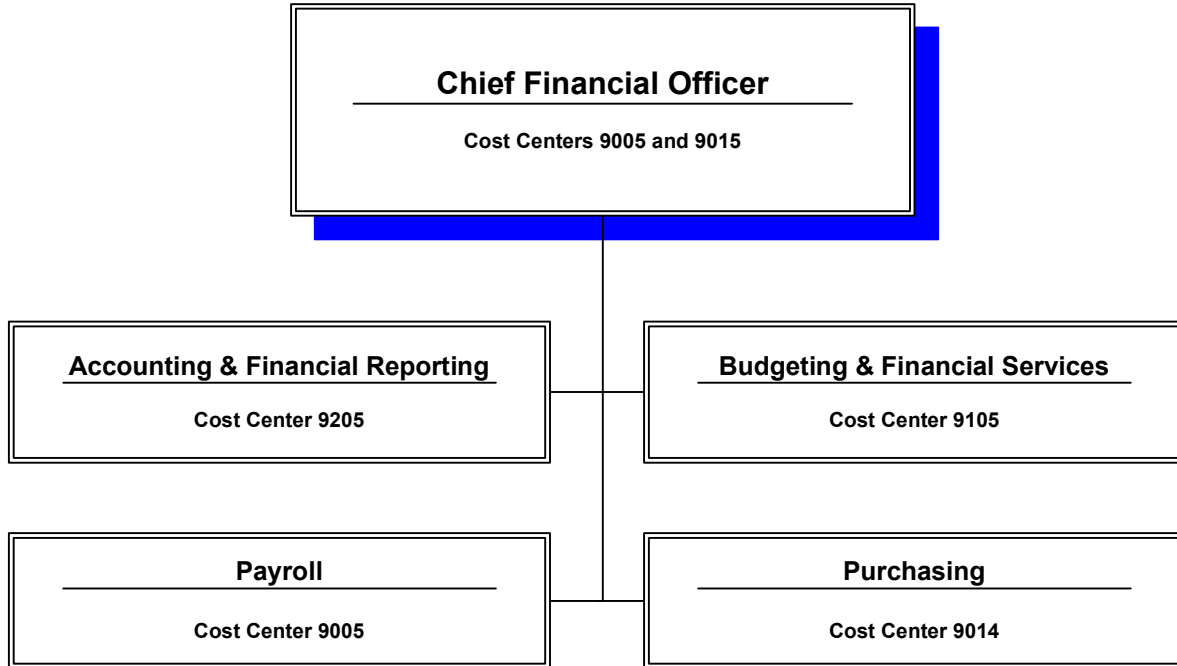
*Chief Financial Officer*

**Cost Center: 9005**

**Fiscal Year 2019-2020**



## Organizational Chart



**SCHOOL DISTRICT OF OKALOOSA COUNTY**

**Department Staffing Chart**

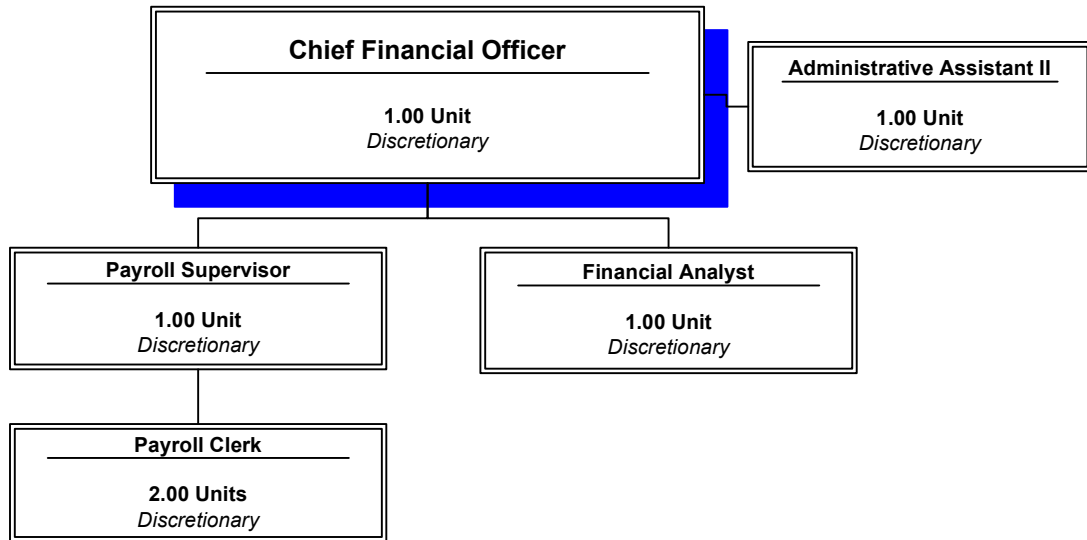
*Chief Financial Officer*

**Cost Center: 9005**

**Fiscal Year 2019-2020**



# Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2019-2020**

**DEPARTMENT:** Chief Financial Officer

**COST CENTER:** 9005

**COST CENTER DESCRIPTION:**

The Chief Financial Officer has direct responsibility for all financial transactions, accounting, budgeting, planning, analysis, payroll, and purchasing. The following departments report to the Chief Financial Officer: Accounting & Financial Reporting, Budgeting & Financial Services, Payroll, and Purchasing.

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

**APPROPRIATIONS AND STAFFING:**

| <b>APPROPRIATIONS</b>  |   |  |                            |                           |
|------------------------|---|--|----------------------------|---------------------------|
| Object Group<br>Number | Object Group Name                         | Original<br>2018-2019<br>Appropriation | 2019-2020<br>Appropriation | \$ Increase<br>(Decrease) |
| 100 / 200              | <b>Salaries &amp; Benefits</b>            |  |                            |                           |
|                        | Administrative/Managerial                 | \$ 258,667                             | \$ 262,167                 | \$ 3,500                  |
|                        | Educational Support                       | 134,020                                | 136,956                    | 2,936                     |
|                        | Instructional                             | -                                      | -                          | -                         |
|                        | Professional/Technical                    | 161,305                                | 198,265                    | 36,960                    |
|                        | <b>Subtotal - Salaries &amp; Benefits</b> | <u>553,992</u>                         | <u>597,388</u>             | <u>43,396</u>             |
| 300                    | Purchased Service                         | 10,450                                 | 12,450                     | 2,000                     |
| 400                    | Energy Services                           | -                                      | -                          | -                         |
| 500                    | Materials & Supplies                      | 15,000                                 | 13,000                     | (2,000)                   |
| 600                    | Capital Outlay                            | 5,330                                  | 4,330                      | (1,000)                   |
| 700                    | Other Expenses                            | 4,500                                  | 3,500                      | (1,000)                   |
| 900                    | Transfers/Reserves                        | -                                      | -                          | -                         |
|                        | <b>Total Combined Appropriation</b>       | <u>\$ 589,272</u>                      | <u>\$ 630,668</u>          | <u>\$ 41,396</u>          |

| <b>STAFFING</b>           |                             |                             |                          |
|---------------------------|-----------------------------|-----------------------------|--------------------------|
|                           | 2018-2019<br>Recommendation | 2019-2020<br>Recommendation | # Increase<br>(Decrease) |
| Administrative/Managerial | 2.00                        | 2.00                        | -                        |
| Educational Support       | 2.00                        | 2.00                        | -                        |
| Instructional             | -                           | -                           | -                        |
| Professional/Technical    | 2.00                        | 2.00                        | -                        |
| <b>Total Staff</b>        | <u>6.00</u>                 | <u>6.00</u>                 | <u>-</u>                 |

**OTHER INFORMATION:**

The Chief Financial Officer is the approving authority for this cost center.

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 BUDGET ADJUSTMENT SHEET  
 FISCAL YEAR 2019-2020

MIS 3176

COST CENTER NAME: Chief Financial Officer

CENTER NUMBER: 9005

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: N/A

| OBJ                     | OBJECT NAME/DESCRIPTION   | FUNC | FUNCTION NAME                  | AMOUNT REQUESTED | ADJUSTMENT | PROPOSED FINAL BUDGET |
|-------------------------|---|------|--------------------------------|------------------|------------|-----------------------|
| 0130                    | SALARY - OVERTIME<br>Overtime for staff during seasonal and peak periods  | 7500 | FISCAL SERVICES (FINANCE DEPT) | \$ 2,000         |            | \$ 2,000              |
| 0210                    | FLORIDA RETIREMENT SYSTEM<br>Retirement for overtime  | 7500 | FISCAL SERVICES (FINANCE DEPT) | 169              |            | 169                   |
| 0220                    | FICA (SOCIAL SECURITY)<br>FICA for overtime and temporary personnel   | 7500 | FISCAL SERVICES (FINANCE DEPT) | 182              |            | 182                   |
| 0330                    | IN COUNTY TRAVEL<br>Reimbursement for in-county travel to meetings  | 7500 | FISCAL SERVICES (FINANCE DEPT) | 2,000            |            | 2,000                 |
| 0331                    | OUT OF COUNTY TRAVEL<br>Reimbursement for out-of-county travel to meetings such as Florida School Finance Officers, Department of Education, and State Legislative meetings | 7500 | FISCAL SERVICES (FINANCE DEPT) | 2,000            |            | 2,000                 |
| 0350                    | REPAIR AND MAINTENANCE<br>Repair and maintenance of various machines for CFO Office and Payroll Department  | 7500 | FISCAL SERVICES (FINANCE DEPT) | 1,500            |            | 1,500                 |
| 0360                    | LEASE AND RENTAL AGREEMENTS<br>Lease of Toshiba copier in Finance Office and Payroll Department   | 7500 | FISCAL SERVICES (FINANCE DEPT) | 5,000            |            | 5,000                 |
| 0365                    | SOFTWARE SUBSCRIPTIONS<br>Monarch software maintenance  | 7500 | FISCAL SERVICES (FINANCE DEPT) | 900              |            | 900                   |
| Sub-Total (Page 1 Only) |   |      |                                | \$ 13,751        | \$ -       | \$ 13,751             |
| GRAND TOTAL             |   |      |                                | \$ 35,631        | \$ -       | \$ 35,631             |

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 BUDGET ADJUSTMENT SHEET  
 FISCAL YEAR 2019-2020

MIS 3176

COST CENTER NAME: Chief Financial Officer

CENTER NUMBER: 9005

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: N/A

| OBJ                     | OBJECT NAME/DESCRIPTION  | FUNC | FUNCTION NAME                  | AMOUNT REQUESTED | ADJUSTMENT | PROPOSED FINAL BUDGET |
|-------------------------|--|------|--------------------------------|------------------|------------|-----------------------|
| 0370                    | POSTAGE/SHIPPING/TELEGRAM<br>Postage/FEDEX for various forms of correspondence to DOE, etc., for CFO Office and Payroll Department | 7500 | FISCAL SERVICES (FINANCE DEPT) | \$ 1,000         |            | \$ 1,000              |
| 0390                    | OTHER PURCHASED SVC-PRINT/COPY<br>Printing for CFO Office and Payroll Department as needed   | 7500 | FISCAL SERVICES (FINANCE DEPT) | 50               |            | 50                    |
| 0510                    | SUPPLIES<br>Supplies for CFO Office and Payroll Department (payroll checks, ink, envelopes, toner, MICR toner, etc.)               | 7500 | FISCAL SERVICES (FINANCE DEPT) | 12,000           |            | 12,000                |
| 0519                    | TECHNOLOGY SUPPLIES<br>Ink and toner   | 7500 | FISCAL SERVICES (FINANCE DEPT) | 1,000            |            | 1,000                 |
| 0642                    | EQUIPMENT (UNDER \$1,000)<br>Equipment replacement and purchase as needed  | 7500 | FISCAL SERVICES (FINANCE DEPT) | 1,000            |            | 1,000                 |
| 0643                    | COMPUTER (>\$1000)/TECH INFRASTR<br>Computer hardware replacement and purchase as needed   | 7500 | FISCAL SERVICES (FINANCE DEPT) | 1,000            |            | 1,000                 |
| 0644                    | COMPUTER HARDWARE (UNDER \$1,000)<br>Monitors, printers, keyboards, etc.   | 7500 | FISCAL SERVICES (FINANCE DEPT) | 1,330            |            | 1,330                 |
| 0692                    | SOFTWARE - NON CAPITALIZED (UNDER \$1,000)<br>Upgrade of various software for CFO Office and Payroll Department                    | 7500 | FISCAL SERVICES (FINANCE DEPT) | 1,000            |            | 1,000                 |
| Sub-Total (Page 2 Only) |  |      |                                | \$ 18,380        | \$ -       | \$ 18,380             |
| GRAND TOTAL             |  |      |                                | \$ 35,631        | \$ -       | \$ 35,631             |

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 BUDGET ADJUSTMENT SHEET  
 FISCAL YEAR 2019-2020

COST CENTER NAME: Chief Financial Officer  
 PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9005  
 PROJECT NUMBER: N/A

| OBJ                     | OBJECT NAME/DESCRIPTION  | FUNC | FUNCTION NAME                  | AMOUNT REQUESTED | ADJUSTMENT | PROPOSED FINAL BUDGET |
|-------------------------|--|------|--------------------------------|------------------|------------|-----------------------|
| 0730                    | DUES AND FEES<br>Government Finacial Officers Association, Association of School Business Officials, CPA courses, Florida Educational Legislature Liasion, Florida School Finance Officers, and American Payroll Association | 7500 | FISCAL SERVICES (FINANCE DEPT) | \$ 1,500         |            | \$ 1,500              |
| 0750                    | OTHER PERSONNEL SERVICES (TEMP)<br>Temporary personnel during seasonal, peak periods, and for special projects   | 7500 | FISCAL SERVICES (FINANCE DEPT) | 2,000            |            | 2,000                 |
|                         |  |      |                                |                  |            |                       |
|                         |  |      |                                |                  |            |                       |
|                         |  |      |                                |                  |            |                       |
|                         |  |      |                                |                  |            |                       |
|                         |  |      |                                |                  |            |                       |
|                         |  |      |                                |                  |            |                       |
|                         |  |      |                                |                  |            |                       |
|                         |  |      |                                |                  |            |                       |
|                         |  |      |                                |                  |            |                       |
|                         |  |      |                                |                  |            |                       |
|                         |  |      |                                |                  |            |                       |
| Sub-Total (Page 3 Only) |  |      |                                | \$ 3,500         | \$ -       | \$ 3,500              |
| GRAND TOTAL             |  |      |                                | \$ 35,631        | \$ -       | \$ 35,631             |

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 Department Staffing Summary  
 Fiscal Year 2019-2020

MIS 3390

Department Name: Chief Financial Officer  
 Cost Center No.: 9005  
 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 2018-2019         |                |              |            |
|--|----------------|--------------|------------|
| Job Title  | # of Positions | Average Cost | Total Cost |
| Administrative Assistant II - 12 Month               | 1.00           |              | \$ 90,649  |
| Chief Financial Officer - 12 Month                   | 1.00           |              | 163,259    |
| Financial Analyst - 12 Month                         | 1.00           |              | 107,616    |
| Payroll Clerk - 12 Month                             | 2.00           |              | 134,605    |
| Payroll Supervisor - 12 Month                        | 1.00           |              | 98,908     |
|  |                |              |            |
|  |                |              |            |
|  |                |              |            |
|  |                |              |            |
| <b>(A) Total Positions Approved For FY 2018-2019</b> | 6.00           |              | \$ 595,037 |

**Section B-1**

| Approved Additions, Deletions and/or Changes - Fiscal Year 2018-2019 |       |                |              |            |
|--|-------|----------------|--------------|------------|
| Job Title  | Type* | # of Positions | Average Cost | Total Cost |
|  |       |                |              |            |
|  |       |                |              |            |
|  |       |                |              |            |
|  |       |                |              |            |
| <b>(B-1) Total Approved Additions, Deletions, Changes</b>            |       | -              |              | \$ -       |

**Section B-2**

| Requested Additions, Deletions and/or Changes - Fiscal Year 2019-2020 |       |                |              |            |
|---|-------|----------------|--------------|------------|
| 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 2019-2020     |                |              |            |
|--|----------------|--------------|------------|
| Job Title  | # of Positions | Average Cost | Total Cost |
| Administrative Assistant II - 12 Month                         | 1.00           |              | \$ 90,649  |
| Chief Financial Officer - 12 Month                             | 1.00           |              | 163,259    |
| Financial Analyst - 12 Month                                   | 1.00           |              | 107,616    |
| Payroll Clerk - 12 Month                                       | 2.00           |              | 134,605    |
| Payroll Supervisor - 12 Month                                  | 1.00           |              | 98,908     |
|  |                |              |            |
|  |                |              |            |
|  |                |              |            |
|  |                |              |            |
| <b>(C) Total Positions Submitted for Approval FY 2019-2020</b> | 6.00           |              | \$ 595,037 |

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