

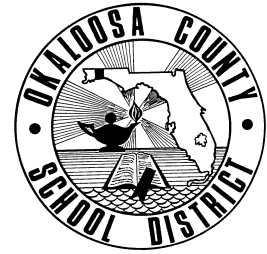
SCHOOL DISTRICT OF OKALOOSA COUNTY

Department Organizational Chart

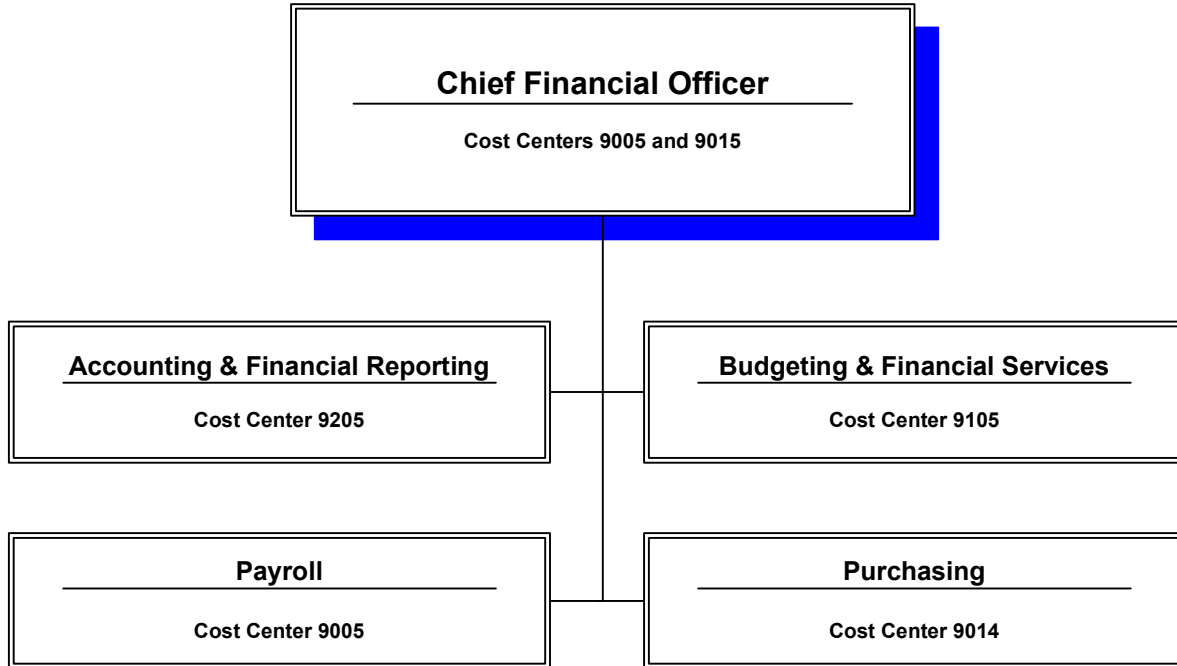
Chief Financial Officer

Cost Center: 9005

Fiscal Year 2021-2022



Organizational Chart



SCHOOL DISTRICT OF OKALOOSA COUNTY

Department Staffing Chart

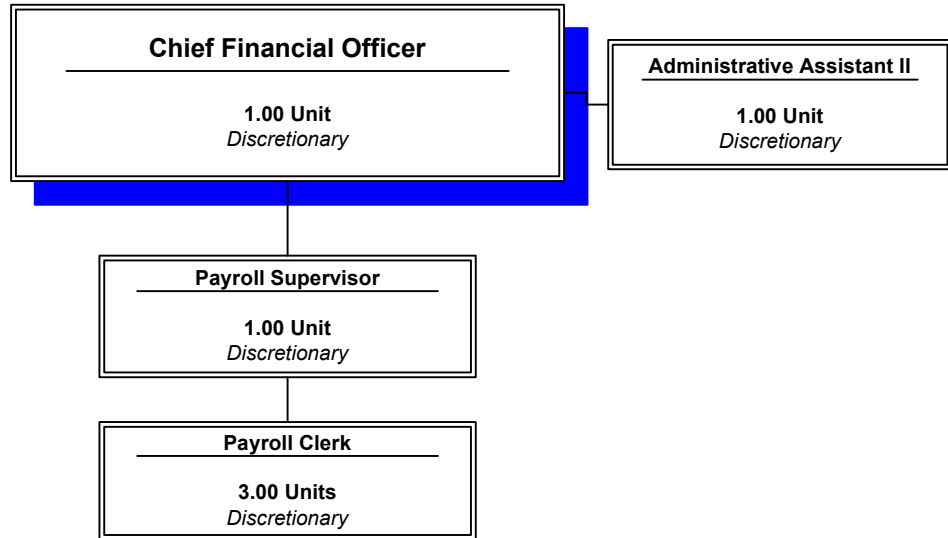
Chief Financial Officer

Cost Center: 9005

Fiscal Year 2021-2022



Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT
DISTRICT LEVEL - COST CENTER BUDGETS
FISCAL YEAR 2021-2022**

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:

| APPROPRIATIONS | | | | |
|------------------------|-------------------------------------|--|----------------------------|---------------------------|
| Object Group Number | Object Group Name | Original 2020-2021 Appropriation | 2021-2022 Appropriation | \$ Increase (Decrease) |
| 100 / 200 | Salaries & Benefits | | | |
| | Administrative/Managerial | \$ 270,296 | \$ 252,202 | \$ (18,094) |
| | Educational Support | 141,108 | 206,909 | 65,801 |
| | Instructional | - | - | - |
| | Professional/Technical | 206,238 | 97,337 | (108,901) |
| | Subtotal - Salaries & Benefits | 617,642 | 556,448 | (61,194) |
| 300 | Purchased Service | 12,450 | 12,450 | - |
| 400 | Energy Services | - | - | - |
| 500 | Materials & Supplies | 13,000 | 13,000 | - |
| 600 | Capital Outlay | 4,330 | 4,330 | - |
| 700 | Other Expenses | 3,500 | 3,500 | - |
| 900 | Transfers/Reserves | - | - | - |
| | Total Combined Appropriation | \$ 650,922 | \$ 589,728 | \$ (61,194) |

| STAFFING | | | |
|---------------------------|-----------------------------|-----------------------------|--------------------------|
| | 2020-2021 Recommendation | 2021-2022 Recommendation | # Increase (Decrease) |
| Administrative/Managerial | 2.00 | 2.00 | - |
| Educational Support | 2.00 | 3.00 | 1.00 |
| Instructional | - | - | - |
| Professional/Technical | 2.00 | 1.00 | (1.00) |
| Total Staff | 6.00 | 6.00 | - |

OTHER INFORMATION:

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

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2021-2022

MIS 3176

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 |
|-------------------------|---|------|--------------------------------|------------------|------------|-----------------------|
| 0130 | SALARY - OVERTIME Overtime for staff during seasonal and peak periods | 7500 | FISCAL SERVICES (FINANCE DEPT) | \$ 2,000 | | \$ 2,000 |
| 0210 | FLORIDA RETIREMENT SYSTEM Retirement for overtime | 7500 | FISCAL SERVICES (FINANCE DEPT) | 213 | | 213 |
| 0220 | FICA (SOCIAL SECURITY) FICA for overtime and temporary personnel | 7500 | FISCAL SERVICES (FINANCE DEPT) | 182 | | 182 |
| 0330 | IN-COUNTY TRAVEL Reimbursement for in-county travel to meetings | 7500 | FISCAL SERVICES (FINANCE DEPT) | 2,000 | | 2,000 |
| 0331 | OUT-OF-COUNTY TRAVEL 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 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 Lease of Toshiba copier in Finance Office and Payroll Department | 7500 | FISCAL SERVICES (FINANCE DEPT) | 5,000 | | 5,000 |
| 0365 | SOFTWARE SUBSCRIPTIONS Monarch software maintenance | 7500 | FISCAL SERVICES (FINANCE DEPT) | 900 | | 900 |
| Sub-Total (Page 1 Only) | | | | \$ 13,795 | \$ - | \$ 13,795 |
| GRAND TOTAL | | | | \$ 35,675 | \$ - | \$ 35,675 |

SCHOOL DISTRICT OF OKALOOSA COUNTY
 BUDGET ADJUSTMENT SHEET
 FISCAL YEAR 2021-2022

MIS 3176

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 |
|-------------------------|--|------|--------------------------------|------------------|------------|-----------------------|
| 0370 | POSTAGE/SHIPPING/TELEGRAM 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 Printing for CFO Office and Payroll Department as needed | 7500 | FISCAL SERVICES (FINANCE DEPT) | 50 | | 50 |
| 0510 | SUPPLIES Supplies for CFO Office and Payroll Department (payroll checks, ink, envelopes, toner, MICR toner, etc.) | 7500 | FISCAL SERVICES (FINANCE DEPT) | 10,000 | | 10,000 |
| 0519 | TECHNOLOGY SUPPLIES Ink and toner | 7500 | FISCAL SERVICES (FINANCE DEPT) | 3,000 | | 3,000 |
| 0642 | EQUIPMENT (UNDER \$1000) Equipment replacement and purchase as needed | 7500 | FISCAL SERVICES (FINANCE DEPT) | 1,000 | | 1,000 |
| 0643 | COMPUTER(>\$1000)/TECH INFRASTR Computer hardware replacement and purchase as needed | 7500 | FISCAL SERVICES (FINANCE DEPT) | 1,000 | | 1,000 |
| 0644 | COMPUTER HARDWARE(UNDER \$1000) Monitors, printers, keyboards, etc. | 7500 | FISCAL SERVICES (FINANCE DEPT) | 1,330 | | 1,330 |
| 0692 | SOFTWARE (UNDER \$1000) 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 | | | | \$ 35,675 | \$ - | \$ 35,675 |

SCHOOL DISTRICT OF OKALOOSA COUNTY
 BUDGET ADJUSTMENT SHEET
 FISCAL YEAR 2021-2022

MIS 3176

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 Government Financial Officers Association, Association of School Business Officials, CPA courses, Florida Educational Legislature Liaison, Florida School Finance Officers, and American Payroll Association | 7500 | FISCAL SERVICES (FINANCE DEPT) | \$ 1,500 | | \$ 1,500 |
| 0750 | OTHER PERSONNEL SERVICES(TEMP) 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 | | | | \$ 35,675 | \$ - | \$ 35,675 |

SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Summary
Fiscal Year 2021-2022

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 2020-2021 | | | |
|--|----------------|--------------|-------------------|
| Job Title | # of Positions | Average Cost | Total Cost |
| Administrative Assistant II - 12 Month | 1.00 | | \$ 97,337 |
| Chief Financial Officer - 12 Month | 1.00 | | 148,331 |
| Financial Analyst - 12 Month | 1.00 | | 116,708 |
| Payroll Clerk - 12 Month | 2.00 | | 145,481 |
| Payroll Supervisor - 12 Month | 1.00 | | 103,871 |
| | | | |
| | | | |
| | | | |
| | | | |
| (A) Total Positions Approved For FY 2020-2021 | 6.00 | | \$ 611,728 |

Section B-1

| Approved Additions, Deletions and/or Changes - Fiscal Year 2020-2021 | | | | |
|---|-------|----------------|--------------|-----------------|
| Job Title | Type* | # of Positions | Average Cost | Total Cost |
| Payroll Clerk - 12 Month | A | 1.00 | a | \$ 59,033 |
| Financial Analyst - 12 Month | D | (1.00) | b | (116,708) |
| Accountant - 12 Month | A | 1.00 | b | 65,008 |
| | | | | |
| (B-1) Total Approved Additions, Deletions, Changes | | 1.00 | | \$ 7,333 |

Section B-2

| Requested Additions, Deletions and/or Changes - Fiscal Year 2021-2022 | | | | |
|--|-------|----------------|--------------|--------------------|
| Job Title | Type* | # of Positions | Average Cost | Total Cost |
| Accountant - 12 Month | T | (1.00) | c | \$ (65,008) |
| | | | | |
| | | | | |
| (B) Total Requested Additions, Deletions, Changes | | (1.00) | | \$ (65,008) |

Section C

| Positions Submitted for Approval for Fiscal Year 2021-2022 | | | |
|---|----------------|--------------|-------------------|
| Job Title | # of Positions | Average Cost | Total Cost |
| Administrative Assistant II - 12 Month | 1.00 | | \$ 97,337 |
| Chief Financial Officer - 12 Month | 1.00 | | 148,331 |
| Payroll Clerk - 12 Month | 3.00 | | 204,514 |
| Payroll Supervisor - 12 Month | 1.00 | | 103,871 |
| | | | |
| | | | |
| | | | |
| | | | |
| (C) Total Positions Submitted for Approval FY 2021-2022 | 6.00 | | \$ 554,053 |

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

- (a) Added 1.00 Payroll Clerk - 12 Month per Board approval on February 8, 2021, to be filled January 3, 2022.
- (b) Deleted 1.00 Financial Analyst - 12 Month and added 1.00 Accountant - 12 Month effective June 8, 2021.
- (c) Transfer 1.00 Accountant - 12 Month to Center 9105 - Budgeting & Financial Services effective July 1, 2021.