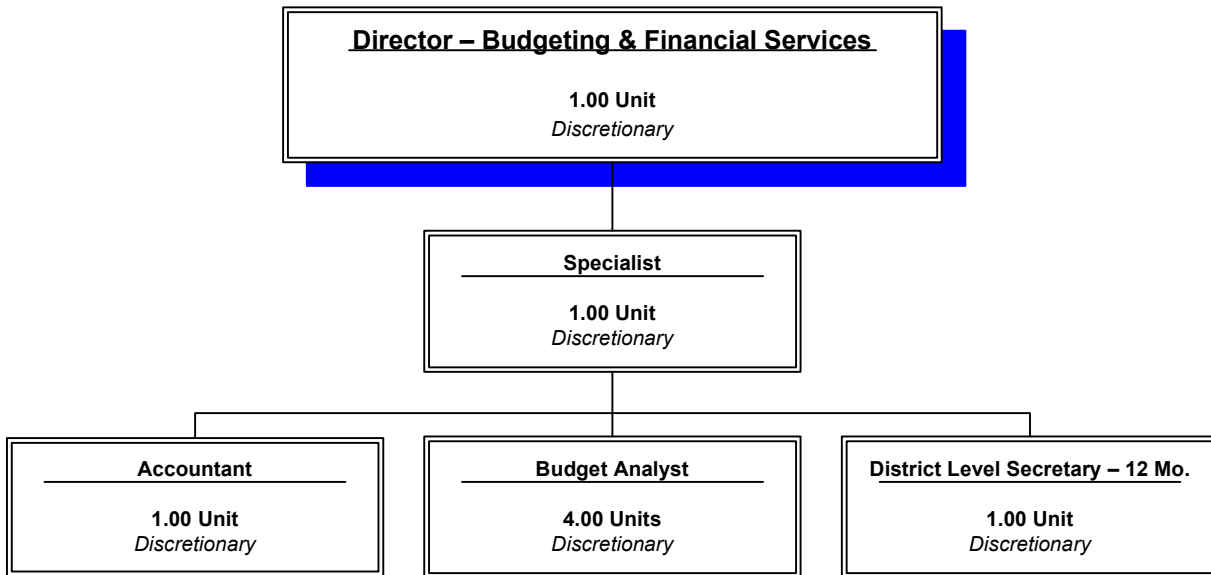




Staffing Chart



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

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 2020-2021 Appropriation	2021-2022 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 146,796	\$ 250,455	\$ 103,659
	Educational Support	46,566	114,484	67,918
	Instructional	-	-	-
	Professional/Technical	366,839	383,851	17,012
	Subtotal - Salaries & Benefits	<u>560,201</u>	<u>748,790</u>	<u>188,589</u>
300	Purchased Service	8,850	9,150	300
400	Energy Services	-	-	-
500	Materials & Supplies	3,800	3,750	(50)
600	Capital Outlay	2,500	2,500	-
700	Other Expenses	1,000	750	(250)
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	<u>\$ 576,351</u>	<u>\$ 764,940</u>	<u>\$ 188,589</u>

STAFFING			
	2020-2021 Recommendation	2021-2022 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	2.00	1.00
Educational Support	1.00	2.00	1.00
Instructional	-	-	-
Professional/Technical	4.00	4.00	-
Total Staff	<u>6.00</u>	<u>8.00</u>	<u>2.00</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 2021-2022

MIS 3176

COST CENTER NAME: Budgeting & Financial Services
 PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9105
 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)	\$ 2,500		\$ 2,500
0210	FLORIDA RETIREMENT SYSTEM Retirement for Overtime	7500	FISCAL SERVICES (FINANCE DEPT)	267		267
0220	FICA (SOCIAL SECURITY) FICA for overtime and temporary employees	7500	FISCAL SERVICES (FINANCE DEPT)	198		198
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., Conference	7500	FISCAL SERVICES (FINANCE DEPT)	1,000		1,000
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)	2,000		2,000
0365	SOFTWARE SUBSCRIPTIONS Monarch software maintenance (Company increased price)	7500	FISCAL SERVICES (FINANCE DEPT)	3,800		3,800
Sub-Total (Page 1 Only)				\$ 11,015	\$ -	\$ 11,015
GRAND TOTAL				\$ 19,115	\$ -	\$ 19,115

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

MIS 3176

COST CENTER NAME: Budgeting & Financial Services
 PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9105
 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)	1,000		1,000
0510	SUPPLIES Materials and supplies	7500	FISCAL SERVICES (FINANCE DEPT)	2,750		2,750
0519	TECHNOLOGY SUPPLIES Printer Ink/Toner, thumb drives	7500	FISCAL SERVICES (FINANCE DEPT)	1,000		1,000
0642	EQUIPMENT (UNDER \$1000) Calculators and other miscellaneous items	7500	FISCAL SERVICES (FINANCE DEPT)	500		500
0644	COMPUTER HARDWARE(UNDER \$1000) Replace printers, backup devices, and other computer hardware as needed	7500	FISCAL SERVICES (FINANCE DEPT)	1,000		1,000
0692	SOFTWARE (UNDER \$1000) 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
Sub-Total (Page 2 Only)				\$ 7,600	\$ -	\$ 7,600
GRAND TOTAL				\$ 19,115	\$ -	\$ 19,115

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

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 2020-2021			
Job Title	# of Positions	Average Cost	Total Cost
Budget Analyst - 12 Month	4.00		\$ 383,851
Director - Budgeting & Financial Services - 12 Month	1.00		150,218
District Level Secretary - 12 Month	1.00		46,511
(A) Total Positions Approved For FY 2020-2021	6.00		\$ 580,580

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2020-2021					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Specialist - 12 Month	A	1.00	a		\$ 100,237
(B-1) Total Approved Additions, Deletions, Changes		1.00			\$ 100,237

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	b		\$ 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
Accountant - 12 Month	1.00		65,008
Budget Analyst - 12 Month	4.00		383,851
Director - Budgeting & Financial Services - 12 Month	1.00		150,218
District Level Secretary - 12 Month	1.00		46,511
Specialist - 12 Month	1.00		100,237
(C) Total Positions Submitted for Approval FY 2021-2022	8.00		\$ 745,825

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

- (a) Added 1.00 Specialist - 12 Month effective February 8, 2021.
- (b) Transfer 1.00 Accountant - 12 Month from Center 9005 - Chief Financial Officer effective July 1, 2021.