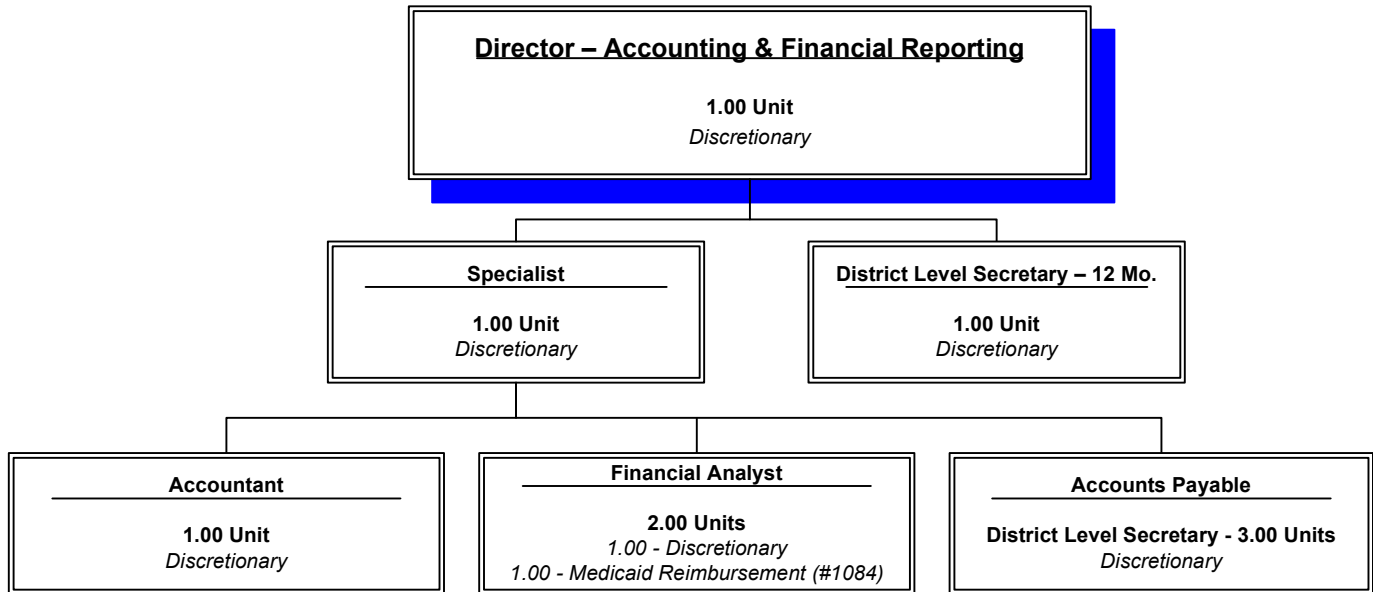


SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Chart
Accounting & Financial Reporting
Cost Center Number: 9205
Fiscal Year 2021-2022



Staffing Chart



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

DEPARTMENT: Accounting and Financial Reporting

COST CENTER: 9205

COST CENTER DESCRIPTION:

The Accounting & Financial Reporting Department has oversight of District accounting operations in accounts payable, accounts receivable, property control, cash and asset management accounting, and financial reporting.

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	\$ 264,327	\$ 273,365	\$ 9,038
	Educational Support	283,312	309,154	25,842
	Instructional	-	-	-
	Professional/Technical	104,077	108,736	4,659
	Subtotal - Salaries & Benefits	<u>651,716</u>	<u>691,255</u>	<u>39,539</u>
300	Purchased Service	13,541	13,816	275
400	Energy Services	-	-	-
500	Materials & Supplies	7,650	7,650	-
600	Capital Outlay	3,400	3,400	-
700	Other Expenses	450	450	-
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	<u>\$ 676,757</u>	<u>\$ 716,571</u>	<u>\$ 39,814</u>

STAFFING			
	2020-2021 Recommendation	2021-2022 Recommendation	# Increase (Decrease)
Administrative/Managerial	2.00	2.00	-
Educational Support	5.00	5.00	-
Instructional	-	-	-
Professional/Technical	1.00	1.00	-
Total Staff	<u>8.00</u>	<u>8.00</u>	<u>-</u>

OTHER INFORMATION:

The Director - Accounting and Financial Reporting 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: Accounting & Financial Reporting
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9205
PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0130	SALARY - OVERTIME Overtime for personnel during seasonal and peak periods	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 3,000		\$ 3,000
0210	FLORIDA RETIREMENT SYSTEM Retirement for overtime	7500	FISCAL SERVICES (FINANCE DEPT)	320		320
0220	FICA (SOCIAL SECURITY) FICA for overtime	7500	FISCAL SERVICES (FINANCE DEPT)	230		230
0330	IN-COUNTY TRAVEL Reimbursement for travel to meetings, school daycares, fixed asset tagging, and inventory review	7500	FISCAL SERVICES (FINANCE DEPT)	600		600
0331	OUT-OF-COUNTY TRAVEL Reimbursement for travel to various DOE meetings and finance related conferences for Director and Specialist to keep abreast of GASB/GAAP requirements as well as Florida school district related issues and investment related training	7500	FISCAL SERVICES (FINANCE DEPT)	2,000		2,000
0350	REPAIR AND MAINTENANCE Repair and maintenance of equipment - Parts, Labor & Maintenance on 2 Formax Pressurer Sealers used for folding and sealing AP and payroll checks	7500	FISCAL SERVICES (FINANCE DEPT)	1,400		1,400
0360	LEASE AND RENTAL AGREEMENTS Lease agreement for copier shared with purchasing	7500	FISCAL SERVICES (FINANCE DEPT)	1,200		1,200
0365	SOFTWARE SUBSCRIPTIONS GARS Online (Governmental Accounting Research System) \$521 and 5 user Datawatch Monarch annual maintenance @ \$800 each (price increased individually from \$230 to \$754.54 in FY20-21)	7500	FISCAL SERVICES (FINANCE DEPT)	4,521		4,521
Sub-Total (Page 1 Only)				\$ 13,271	\$ -	\$ 13,271
GRAND TOTAL				\$ 28,866	\$ -	\$ 28,866

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

MIS 3176

COST CENTER NAME: Accounting & Financial Reporting
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9205
PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0370	POSTAGE/SHIPPING/TELEGRAM Postage for AP checks, 1098's, 1099's, and various correspondence	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 4,000		\$ 4,000
0372	TELEPHONE MAINTENANCE/REPAIR Telephone maintenance/repair	7500	FISCAL SERVICES (FINANCE DEPT)	95		95
0510	SUPPLIES Supplies for operations	7500	FISCAL SERVICES (FINANCE DEPT)	5,000		5,000
0511	DIGITAL BOOKS - NON-ADOPTED GAAFR (Governmental Accounting, Auditing, and Financial Reporting) searchable ebook	7500	FISCAL SERVICES (FINANCE DEPT)	150		150
0519	TECHNOLOGY SUPPLIES Technology supplies for operations such as toner for printers and other small items i.e. mouse replacement	7500	FISCAL SERVICES (FINANCE DEPT)	2,500		2,500
0642	EQUIPMENT (UNDER \$1000) Replacement calculators and other equipment as needed	7500	FISCAL SERVICES (FINANCE DEPT)	1,200		1,200
0644	COMPUTER HARDWARE(UNDER \$1000) Replacement printers, monitors and related hardware as needed	7500	FISCAL SERVICES (FINANCE DEPT)	1,200		1,200
0692	SOFTWARE (UNDER \$1000) Upgrades and other software as needed	7500	FISCAL SERVICES (FINANCE DEPT)	1,000		1,000
Sub-Total (Page 2 Only)				\$ 15,145	\$ -	\$ 15,145
GRAND TOTAL				\$ 28,866	\$ -	\$ 28,866

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

MIS 3176

COST CENTER NAME: Accounting & Financial Reporting
 PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9205
 PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0730	DUES AND FEES GFOA \$400 for Kenn & Melissa and FSFOA \$50 membership for Melissa	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 450		\$ 450
Sub-Total (Page 3 Only)				\$ 450	\$ -	\$ 450
GRAND TOTAL				\$ 28,866	\$ -	\$ 28,866

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

MIS 3390

Department Name: Accounting & Financial Reporting
 Cost Center No.: 9205
 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
Accountant - 12 Month	1.00		\$ 71,105
Director - Accounting & Financial Reporting - 12 Month	1.00		153,168
District Level Secretary - 12 Month	4.00		234,499
Financial Analyst - 12 Month	1.00		108,736
Specialist - 12 Month	1.00		120,197
(A) Total Positions Approved For FY 2020-2021	8.00		\$ 687,705

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2020-2021					
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 2021-2022					
Job Title	Type*	# of Positions	Average Cost	Total Cost	
(B) Total Requested Additions, Deletions, Changes		-			\$ -

Section C

Positions Submitted for Approval for Fiscal Year 2021-2022			
Job Title	# of Positions	Average Cost	Total Cost
Accountant - 12 Month	1.00		\$ 71,105
Director - Accounting & Financial Reporting - 12 Month	1.00		153,168
District Level Secretary - 12 Month	4.00		234,499
Financial Analyst - 12 Month	1.00		108,736
Specialist - 12 Month	1.00		120,197
(C) Total Positions Submitted for Approval FY 2021-2022	8.00		\$ 687,705

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