

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2021-2022

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				
Object Group Number	Object Group Name	Original 2020-2021 Appropriation	2021-2022 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 790,535	\$ 767,299	\$ (23,236)
	Educational Support	1,349,927	1,269,205	(80,722)
	Instructional	-	-	-
	Professional / Technical	166,517	134,936	(31,581)
	Subtotal - Salaries & Benefits	2,306,979	2,171,440	(135,539)
300	Purchased Service	7,555,550	7,555,550	-
400	Energy Services	87,000	87,000	-
500	Materials & Supplies	907,987	791,923	(116,064)
600	Capital Outlay	-	-	-
700	Other Expenses	321,400	321,400	-
900	Transfers/Reserves	469,764	436,936	(32,828)
	Total Combined Appropriation	\$ 11,648,680	\$ 11,364,249	\$ (284,431)

STAFFING			
	2020-2021 Recommendation	2021-2022 Recommendation	# Increase (Decrease)
Administrative/Managerial	14.00	13.00	(1.00)
Educational Support	29.54	26.07	(3.47)
Instructional	-	-	-
Professional / Technical	2.00	2.00	-
Total Staff	45.54	41.07	(4.47)

OTHER INFORMATION:

The approving authority is the Program Director - School Food Service.

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2021-2022

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 2020-2021 Appropriation	2021-2022 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 63,268	\$ 129,920	\$ 66,652
	Educational Support	239,932	212,891	(27,041)
	Instructional	-	-	-
	Professional / Technical	166,517	134,936	(31,581)
	Subtotal - Salaries & Benefits	469,717	477,747	8,030
300	Purchased Service	7,555,550	7,555,550	-
400	Energy Services	87,000	87,000	-
500	Materials & Supplies	907,987	791,923	(116,064)
600	Capital Outlay	-	-	-
700	Other Expenses	321,400	321,400	-
900	Transfers/Reserves	469,764	436,936	(32,828)
	Total Combined Appropriation	\$ 9,811,418	\$ 9,670,556	\$ (140,862)

STAFFING			
	2020-2021 Recommendation	2021-2022 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	2.00	1.00
Educational Support	4.53	3.53	(1.00)
Instructional	-	-	-
Professional / Technical	2.00	2.00	-
Total Staff	7.53	7.53	(0.00)

OTHER INFORMATION:

The approving authority is the Program Director - School Food Service.

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

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 cellular telephone and temporary personnel	7610	FOOD SERVICES - DEPARTMENT	\$ 233	\$ 368	\$ 601
0310	PROFESSIONAL & TECHNICAL SERV Payment to FSMC and other	7610	FOOD SERVICES - DEPARTMENT	7,424,760		7,424,760
0330	IN-COUNTY TRAVEL Travel for cafeteria managers to bank for daily deposits	7610	FOOD SERVICES - DEPARTMENT	4,000		4,000
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	157,000	(157,000)	-
0354	VEHICLE REPAIRS/MAINTENANCE Vehicle repair for Food Service refrigerated trucks (Moved to Project 3510 - SFS Contract Exclusions)	7610	FOOD SERVICES - DEPARTMENT	5,300	(5,300)	-
0360	LEASE AND RENTAL AGREEMENTS Lease agreement for copy machine	7610	FOOD SERVICES - DEPARTMENT	4,000		4,000
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)				\$ 7,679,343	\$ (161,932)	\$ 7,517,411
GRAND TOTAL				\$ 12,317,294	\$ (3,123,884)	\$ 9,193,410

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

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- LOCAL SERVICE Service in cafeterias and central kitchen	7610	FOOD SERVICES - DEPARTMENT	13,500		13,500
0373	TELEPHONE LONG DISTANCE Long distance service at the central nutrition center	7610	FOOD SERVICES - DEPARTMENT	250		250
0375	CELLULAR TELEPHONE Department head and supervisors cellular telephone stipends (Moved portion of stipends to Project 3510 - SFS Contract Exclusions)	7610	FOOD SERVICES - DEPARTMENT	3,050	(1,260)	1,790
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	7,000		7,000
0410	NATURAL GAS Natural gas for the nutrition center	7610	FOOD SERVICES - DEPARTMENT	3,000		3,000
Sub-Total (Page 2 Only)				\$ 43,000	\$ (1,260)	\$ 41,740
GRAND TOTAL				\$ 12,317,294	\$ (3,123,884)	\$ 9,193,410

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

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	\$ 72,000		\$ 72,000
0450	GASOLINE Food delivery and transportation for supervisors	7610	FOOD SERVICES - DEPARTMENT	6,000		6,000
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	28,000		28,000
0580	COMMODITIES Commodity Entitlement Dollars	7610	FOOD SERVICES - DEPARTMENT	763,923		763,923
0641	EQUIP/FIXED ASSET (OVER \$1000) New kitchen equipment (Moved to Project 3510 - SFS Contract Exclusions)	7610	FOOD SERVICES - DEPARTMENT	500,000	(500,000)	-
0730	DUES AND FEES Bank analysis fees and Health Department fees and tolls	7610	FOOD SERVICES - DEPARTMENT	18,000		18,000
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)				\$ 1,393,923	\$ (500,000)	\$ 893,923
GRAND TOTAL				\$ 12,317,294	\$ (3,123,884)	\$ 9,193,410

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

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
0750	OTHER PERSONNEL SERVICES(TEMP) Summer Feeding temporary personnel	7610	FOOD SERVICES - DEPARTMENT	\$ 32,000		\$ 32,000
0791	INDIRECT COST	7610	FOOD SERVICES - DEPARTMENT	271,400		271,400
0990	FUND BALANCE-UNAPPROPRIATED	9890	RESERVES	2,897,628	(2,460,692)	436,936
Sub-Total (Page 4 Only)				\$ 3,201,028	\$ (2,460,692)	\$ 740,336
GRAND TOTAL				<u>\$ 12,317,294</u>	<u>\$ (3,123,884)</u>	<u>\$ 9,193,410</u>

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

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 2020-2021			
Job Title	# of Positions	Average Cost	Total Cost
Custodian - 12 Month	0.53		\$ 20,337
Delivery Food Service Personnel - 12 Month	1.00		51,086
District Level Secretary - 12 Month	3.00		190,086
Field Supervisor - Food Service - 12 Month	2.00		134,936
Warehouse Manager - 12 Month	1.00		65,402
(A) Total Positions Approved For FY 2020-2021	7.53		\$ 461,847

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
Quality Control Manager	A	1.00	a	\$ 63,917
District Level Secretary - 12 Month	D	(1.00)	a	(48,618)
(B) Total Requested Additions, Deletions, Changes		-		\$ 15,299

Section C

Positions Submitted for Approval for Fiscal Year 2021-2022			
Job Title	# of Positions	Average Cost	Total Cost
Custodian - 12 Month	0.53		\$ 20,337
Delivery Food Service Personnel - 12 Month	1.00		51,086
District Level Secretary - 12 Month	2.00		141,468
Field Supervisor - Food Service - 12 Month	2.00		134,936
Quality Control Manager - 12 Month	1.00		63,917
Warehouse Manager - 12 Month	1.00		65,402
(C) Total Positions Submitted for Approval FY 2021-2022	7.53		\$ 477,146

***Note:**

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

(a) Add 1.00 Quality Control Manager - 12 Month and delete 1.00 District Level Secretary - 12 Month effective July 1, 2021.

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2021-2022

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 2020-2021 Appropriation	2021-2022 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 727,267	\$ 637,379	\$ (89,888)
	Educational Support	1,109,995	1,056,314	(53,681)
	Instructional	-	-	-
	Professional / Technical	-	-	-
	Subtotal - Salaries & Benefits	1,837,262	1,693,693	(143,569)
300	Purchased Service	-	-	-
400	Energy Services	-	-	-
500	Materials & Supplies	-	-	-
600	Capital Outlay	-	-	-
700	Other Expenses	-	-	-
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	\$ 1,837,262	\$ 1,693,693	\$ (143,569)

STAFFING			
	2020-2021 Recommendation	2021-2022 Recommendation	# Increase (Decrease)
Administrative/Managerial	13.00	11.00	(2.00)
Educational Support	25.01	22.54	(2.47)
Instructional	-	-	-
Professional / Technical	-	-	-
Total Staff	38.01	33.54	(4.47)

OTHER INFORMATION:

The approving authority is the Program Director - School Food Service.

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

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 2020-2021			
Job Title	# of Positions	Average Cost	Total Cost
Lunchroom Worker - 9 Month	24.74		\$ 1,178,569
Lunchroom Worker - 9 Month - Less than 4 hours	0.27		9,786
Manager, School Food Service - 9 Month	13.00		764,215
(A) Total Positions Approved For FY 2020-2021	38.01		\$ 1,952,570

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
Lunchroom Worker - 9 Month	D	(2.47)	a	\$ (132,041)
Manager, School Food Service - 9 Month	D	(2.00)	a	(126,836)
(B) Total Requested Additions, Deletions, Changes		(4.47)		\$ (258,877)

Section C

Positions Submitted for Approval for Fiscal Year 2021-2022			
Job Title	# of Positions	Average Cost	Total Cost
Lunchroom Worker - 9 Month	22.27		\$ 1,046,528
Lunchroom Worker - 9 Month - Less than 4 hours	0.27		9,786
Manager, School Food Service - 9 Month	11.00		637,379
(C) Total Positions Submitted for Approval FY 2021-2022	33.54		\$ 1,693,693

*Note:

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

(a) Effective changes per department requests for fiscal year 2021-2022.