

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

PROJECT NAME: Print Shop

PROJECT NUMBER: 9121

PROJECT DESCRIPTION:

The Print Shop provides printing services to schools and departments.

FUND SOURCE: Reimbursement - Schools and Departments

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	\$ 59,674	\$ 60,417	\$ 743
	Educational Support	61,795	63,640	1,845
	Instructional	-	-	-
	Professional / Technical	-	-	-
	Subtotal - Salaries & Benefits	121,469	124,057	2,588
300	Purchased Service	85,000	65,000	(20,000)
400	Energy Services	-	-	-
500	Materials & Supplies	44,531	16,943	(27,588)
600	Capital Outlay	-	-	-
700	Other Expenses	4,000	4,000	-
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	\$ 255,000	\$ 210,000	\$ (45,000)

STAFFING			
	2020-2021 Recommendation	2021-2022 Recommendation	# Increase (Decrease)
Administrative/Managerial	0.50	0.50	-
Educational Support	1.00	1.00	-
Instructional	-	-	-
Professional / Technical	-	-	-
Total Staff	1.50	1.50	-

OTHER INFORMATION:

The Supervisor - Print Shop, with oversight from the Assistant Superintendent - Human Resources is the approving authority for this project.

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

MIS 3176

COST CENTER NAME: Print Shop

CENTER NUMBER: 9121

PROJECT NAME: Print Shop

PROJECT NUMBER: 9121

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0130	SALARY - OVERTIME Overtime for employees during busy season	7760	INTERNAL SVC(PURCH/WAREHOUSE)	\$ 3,000		\$ 3,000
0210	FLORIDA RETIREMENT SYSTEM Benefits for overtime	7760	INTERNAL SVC(PURCH/WAREHOUSE)	300	20	320
0220	FICA (SOCIAL SECURITY) FICA for overtime	7760	INTERNAL SVC(PURCH/WAREHOUSE)	230	58	288
0350	REPAIR AND MAINTENANCE Service agreement with Xerox service on copiers and collator	7760	INTERNAL SVC(PURCH/WAREHOUSE)	16,000	(11,000)	5,000
0360	LEASE AND RENTAL AGREEMENTS Lease and rental agreements with Berney (Xerox)	7760	INTERNAL SVC(PURCH/WAREHOUSE)	37,000		37,000
0370	POSTAGE/SHIPPING/TELEGRAM Meter postage and bulk mail for administration complex and schools	7760	INTERNAL SVC(PURCH/WAREHOUSE)	22,000		22,000
0390	OTHER PURCHASED SVC-PRINT/COPY Printing with outside sources	7760	INTERNAL SVC(PURCH/WAREHOUSE)	10,000	(9,000)	1,000
0510	SUPPLIES Paper and supplies for printing	7760	INTERNAL SVC(PURCH/WAREHOUSE)	46,000	(30,057)	15,943
Sub-Total (Page 1 Only)				\$ 134,530	\$ (49,979)	\$ 84,551
GRAND TOTAL				\$ 148,530	\$ (58,979)	\$ 89,551

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

MIS 3176

COST CENTER NAME: Print Shop

CENTER NUMBER: 9121

PROJECT NAME: Print Shop

PROJECT NUMBER: 9121

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0519	TECHNOLOGY SUPPLIES Ink and toners for copiers and printers	7760	INTERNAL SVC(PURCH/WAREHOUSE)	\$ 10,000	\$ (9,000)	\$ 1,000
0750	OTHER PERSONNEL SERVICES(TEMP) Temp employee for the summer	7760	INTERNAL SVC(PURCH/WAREHOUSE)	4,000		4,000
Sub-Total (Page 2 Only)				\$ 14,000	\$ (9,000)	\$ 5,000
GRAND TOTAL				<u>\$ 148,530</u>	<u>\$ (58,979)</u>	<u>\$ 89,551</u>

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

MIS 3390

Department Name: Print Shop
Cost Center No.: 9121
Project Name: Print Shop
Fund Number : 1010
Project Number: 9121
Type Funding: Reimbursement - Schools and Departments

Section A

Positions Approved for Fiscal Year 2020-2021			
Job Title	# of Positions	Average Cost	Total Cost
Printing Services Technician - 12 Month	1.00		\$ 60,032
Supervisor, Print Shop/Custodian/Grounds - 12 Month	0.50		60,417
(A) Total Positions Approved For FY 2020-2021	1.50		\$ 120,449

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
Printing Services Technician - 12 Month	1.00		\$ 60,032
Supervisor, Print Shop/Custodian/Grounds - 12 Month	0.50		60,417
(C) Total Positions Submitted for Approval FY 2021-2022	1.50		\$ 120,449

***Note:**

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