

# SCHOOL DISTRICT OF OKALOOSA COUNTY

## Department Staffing Chart

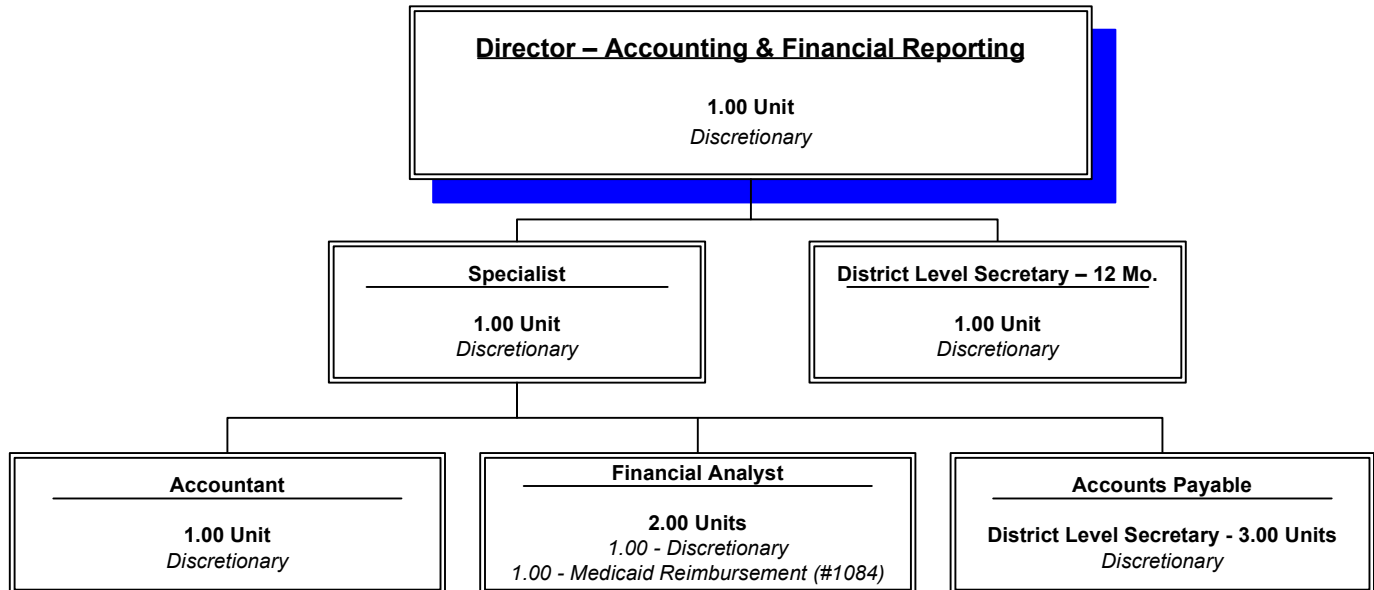
### *Accounting & Financial Reporting*

Cost Center Number: 9205

Fiscal Year 2022-2023



## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2022-2023**

**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 2021-2022 Appropriation	2022-2023 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 273,365	\$ 282,212	\$ 8,847
	Educational Support	309,154	327,689	18,535
	Instructional	-	-	-
	Professional/Technical	108,736	110,855	2,119
	Subtotal - Salaries & Benefits	691,255	720,756	29,501
300	Purchased Service	13,816	16,178	2,362
400	Energy Services	-	-	-
500	Materials & Supplies	7,650	7,700	50
600	Capital Outlay	3,400	3,400	-
700	Other Expenses	450	650	200
900	Transfers/Reserves	-	-	-
	<b>Total Combined Appropriation</b>	\$ 716,571	\$ 748,683	\$ 32,112

STAFFING			
	2021-2022 Recommendation	2022-2023 Recommendation	# Increase (Decrease)
Administrative/Managerial	2.00	2.00	-
Educational Support	5.00	5.00	-
Instructional	-	-	-
Professional/Technical	1.00	1.00	-
<b>Total Staff</b>	8.00	8.00	-

**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 2022-2023

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)	357		357
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)	500		500
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 5 user Datawatch Monarch annual maintenance @ \$1,396.50 each (price increased individually from \$997.85 in FY21-22) (NOTE: I have removed \$521 for GARS online access from budget this year - it appears to be free for basic view and I believe I can function with that only - to save money)	7500	FISCAL SERVICES (FINANCE DEPT)	6,983		6,983
Sub-Total (Page 1 Only)				\$ 15,669	\$ -	\$ 15,669
GRAND TOTAL				\$ 31,514	\$ -	\$ 31,514

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 BUDGET ADJUSTMENT SHEET  
 FISCAL YEAR 2022-2023

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, 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)	100		100
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)	2,600		2,600
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)				\$ 15,195	\$ -	\$ 15,195
GRAND TOTAL				\$ 31,514	\$ -	\$ 31,514



**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**Department Staffing Summary**  
**Fiscal Year 2022-2023**

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 2021-2022			
Job Title	# of Positions	Average Cost	Total Cost
Accountant - 12 Month	1.00		\$ 73,146
Director - Accounting & Financial Reporting - 12 Month	1.00		156,585
District Level Secretary - 12 Month	4.00		250,956
Financial Analyst - 12 Month	1.00		110,855
Specialist - 12 Month	1.00		125,627
<b>(A) Total Positions Approved For FY 2021-2022</b>	<b>8.00</b>		<b>\$ 717,169</b>

**Section B-1**

Approved Additions, Deletions and/or Changes - Fiscal Year 2021-2022					
Job Title	Type*	# of Positions	Average Cost	Total Cost	
<b>(B-1) Total Approved Additions, Deletions, Changes</b>		<b>-</b>		<b>\$ -</b>	

**Section B-2**

Requested Additions, Deletions and/or Changes - Fiscal Year 2022-2023					
Job Title	Type*	# of Positions	Average Cost	Total Cost	
<b>(B) Total Requested Additions, Deletions, Changes</b>		<b>-</b>		<b>\$ -</b>	

**Section C**

Positions Submitted for Approval for Fiscal Year 2022-2023			
Job Title	# of Positions	Average Cost	Total Cost
Accountant - 12 Month	1.00		\$ 73,146
Director - Accounting & Financial Reporting - 12 Month	1.00		156,585
District Level Secretary - 12 Month	4.00		250,956
Financial Analyst - 12 Month	1.00		110,855
Specialist - 12 Month	1.00		125,627
<b>(C) Total Positions Submitted for Approval FY 2022-2023</b>	<b>8.00</b>		<b>\$ 717,169</b>

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