

SCHOOL DISTRICT OF OKALOOSA COUNTY

Department Staffing Chart

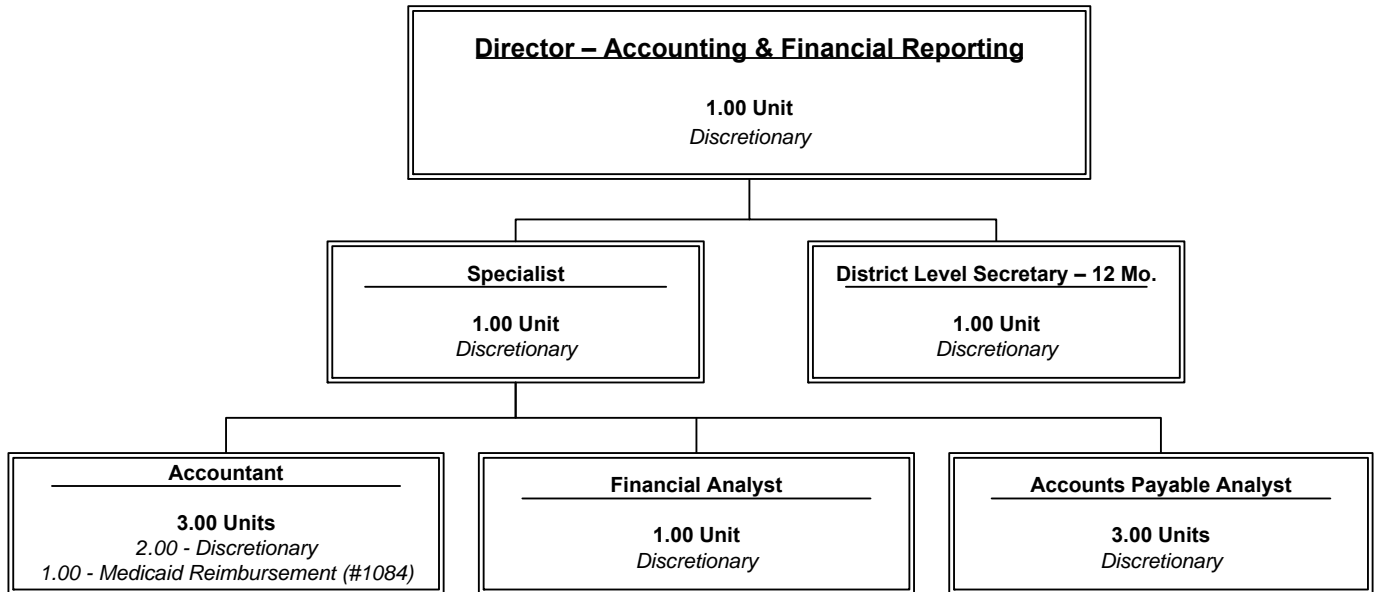
Accounting & Financial Reporting

Cost Center: 9205

Fiscal Year 2023-2024



Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT
DISTRICT LEVEL - COST CENTER BUDGETS
FISCAL YEAR 2023-2024**

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 2022-2023 Appropriation	2023-2024 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 282,212	\$ 288,765	\$ 6,553
	Educational Support	327,689	405,124	77,435
	Instructional	-	-	-
	Professional/Technical	110,855	114,773	3,918
	Subtotal - Salaries & Benefits	720,756	808,662	87,906
300	Purchased Service	16,178	11,695	(4,483)
400	Energy Services	-	-	-
500	Materials & Supplies	7,700	7,700	-
600	Capital Outlay	3,400	3,400	-
700	Other Expenses	650	550	(100)
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	\$ 748,683	\$ 832,007	\$ 83,324

STAFFING			
	2022-2023 Recommendation	2023-2024 Recommendation	# Increase (Decrease)
Administrative/Managerial	2.00	2.00	-
Educational Support	5.00	6.00	1.00
Instructional	-	-	-
Professional/Technical	1.00	1.00	-
Total Staff	8.00	9.00	1.00

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 2023-2024

MIS 3176

COST CENTER NAME: Accounting & Financial Reporting

CENTER NUMBER: 9205

PROJECT NAME: DISCRETIONARY

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 especially with new staff to be trained for year end work in July-August and due to Focus first year closing and reporting resulting in need for additional staff hours.	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 5,000		\$ 5,000
0210	FLORIDA RETIREMENT SYSTEM Retirement for overtime	7500	FISCAL SERVICES (FINANCE DEPT)	596	33	629
0220	FICA (SOCIAL SECURITY) FICA for overtime	7500	FISCAL SERVICES (FINANCE DEPT)	383		383
0330	IN-COUNTY TRAVEL Reimbursement for travel to meetings, school daycares, fixed asset tagging, and inventory review (note mileage rate increased Jan 1 to highest level in years)	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 Pressure 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 CentraLease software through CRI Advanced Analytics for tracking lease obligations for meeting GASB87 reporting requirement	7500	FISCAL SERVICES (FINANCE DEPT)	2,500		2,500
Sub-Total (Page 1 Only)				\$ 13,579	\$ 33	\$ 13,612
GRAND TOTAL				\$ 29,324	\$ 33	\$ 29,357

SCHOOL DISTRICT OF OKALOOSA COUNTY
 BUDGET ADJUSTMENT SHEET
 FISCAL YEAR 2023-2024

MIS 3176

COST CENTER NAME: Accounting & Financial Reporting

CENTER NUMBER: 9205

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 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 \$5000) Replacement calculators and other equipment as needed	7500	FISCAL SERVICES (FINANCE DEPT)	1,200		1,200
0644	COMPUTER HARDWARE(UNDER \$5000) Replacement printers, monitors, and related hardware as needed	7500	FISCAL SERVICES (FINANCE DEPT)	1,200		1,200
0692	SOFTWARE (UNDER \$5000) 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				\$ 29,324	\$ 33	\$ 29,357

SCHOOL DISTRICT OF OKALOOSA COUNTY
 BUDGET ADJUSTMENT SHEET
 FISCAL YEAR 2023-2024

MIS 3176

COST CENTER NAME: Accounting & Financial Reporting

CENTER NUMBER: 9205

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0730	DUES AND FEES GFOA \$500 for Kenn & Melissa and FSFOA \$50 membership for Melissa	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 550		\$ 550
				-		-
				-		-
				-		-
				-		-
				-		-
				-		-
				-		-
				-		-
Sub-Total (Page 3 Only)				\$ 550	\$ -	\$ 550
GRAND TOTAL				<u>\$ 29,324</u>	<u>\$ 33</u>	<u>\$ 29,357</u>

SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Summary
Fiscal Year 2023-2024

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 2022-2023			
Job Title	# of Positions	Average Cost	Total Cost
Accountant - 12 Month	1.00		\$ 98,022
Director - Accounting & Financial Reporting - 12 Month	1.00		158,688
District Level Secretary - 12 Month	4.00		257,941
Financial Analyst - 12 Month	1.00		114,773
Specialist - 12 Month	1.00		130,077
(A) Total Positions Approved For FY 2022-2023	8.00		\$ 759,501

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2022-2023					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Accountant - 12 Month	A	1.00	(a)		\$ 68,342
(B-1) Total Approved Additions, Deletions, Changes		1.00			\$ 68,342

Section B-2

Requested Additions, Deletions and/or Changes - Fiscal Year 2023-2024					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Accounts Payable Analyst - 12 Month	A	3.00	(b)		\$ 183,612
District Level Secretary - 12 Month	D	(3.00)	(b)		(208,805)
(B) Total Requested Additions, Deletions, Changes		-			\$ (25,193)

Section C

Positions Submitted for Approval for Fiscal Year 2023-2024			
Job Title	# of Positions	Average Cost	Total Cost
Accountant - 12 Month	2.00		\$ 166,364
Accounts Payable Analyst - 12 Month	3.00		183,612
Director - Accounting & Financial Reporting - 12 Month	1.00		158,688
District Level Secretary - 12 Month	1.00		49,136
Financial Analyst - 12 Month	1.00		114,773
Specialist - 12 Month	1.00		130,077
(C) Total Positions Submitted for Approval FY 2023-2024	9.00		\$ 802,650

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

(a) Added 1.00 Accountant - 12 Month effective February 14, 2023.
 (b) Add 3.00 Accounts Payable Analyst - 12 Month and delete 3.00 District Level Secretary - 12 Month effective July 25, 2023.