

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2023-2024

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 2022-2023 Appropriation	2023-2024 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 583,136	\$ 540,048	\$ (43,088)
	Educational Support	1,124,346	1,032,480	(91,866)
	Instructional	-	-	-
	Professional / Technical	157,292	167,091	9,799
	Subtotal - Salaries & Benefits	<u>1,864,774</u>	<u>1,739,619</u>	<u>(125,155)</u>
300	Purchased Service	7,781,838	9,237,792	1,455,954
400	Energy Services	87,000	97,000	10,000
500	Materials & Supplies	1,068,355	1,315,333	246,978
600	Capital Outlay	-	-	-
700	Other Expenses	321,400	378,000	56,600
900	Transfers/Reserves	298,898	51,279	(247,619)
	Total Combined Appropriation	<u>\$ 11,422,265</u>	<u>\$ 12,819,023</u>	<u>\$ 1,396,758</u>

STAFFING			
	2022-2023 Recommendation	2023-2024 Recommendation	# Increase (Decrease)
Administrative/Managerial	10.00	9.00	(1.00)
Educational Support	23.14	19.80	(3.34)
Instructional	-	-	-
Professional / Technical	2.00	2.00	-
Total Staff	<u>35.14</u>	<u>30.80</u>	<u>(4.34)</u>

OTHER INFORMATION:

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

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2023-2024

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				
<u>Object Group Number</u>	<u>Object Group Name</u>	<u>Original 2022-2023 Appropriation</u>	<u>2023-2024 Appropriation</u>	<u>\$ Increase (Decrease)</u>
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 470,177	\$ 420,987	\$ (49,190)
	Educational Support	883,901	781,638	(102,263)
	Instructional	-	-	-
	Professional / Technical	-	-	-
	Subtotal - Salaries & Benefits	<u>1,354,078</u>	<u>1,202,625</u>	<u>(151,453)</u>
300	Purchased Service	-	-	-
400	Energy Services	-	-	-
500	Materials & Supplies	-	-	-
600	Capital Outlay	-	-	-
700	Other Expenses	-	-	-
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	<u>\$ 1,354,078</u>	<u>\$ 1,202,625</u>	<u>\$ (151,453)</u>

STAFFING			
	<u>2022-2023 Recommendation</u>	<u>2023-2024 Recommendation</u>	<u># Increase (Decrease)</u>
Administrative/Managerial	8.00	7.00	(1.00)
Educational Support	19.61	16.27	(3.34)
Instructional	-	-	-
Professional / Technical	-	-	-
Total Staff	<u>27.61</u>	<u>23.27</u>	<u>(4.34)</u>

OTHER INFORMATION:

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

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

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 2022-2023			
Job Title	# of Positions	Average Cost	Total Cost
Lunchroom Worker - 9 Month	19.34		\$ 945,814
Lunchroom Worker - 9 Month - Less than 4 hours	0.27		10,475
Manager, School Food Service - 9 Month	8.00		474,122
(A) Total Positions Approved For FY 2022-2023	27.61		\$ 1,430,411

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2022-2023					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Lunchroom Worker - 9 Month	D	(2.67)	(a)		\$ (153,307)
Manager, School Food Service - 9 Month	D	(1.00)	(b)		(53,135)
(B-1) Total Approved Additions, Deletions, Changes		(3.67)			\$ (206,442)

Section B-2

Requested Additions, Deletions and/or Changes - Fiscal Year 2023-2024					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Lunchroom Worker - 9 Month	D	(0.67)	(c)		\$ (21,344)
(B) Total Requested Additions, Deletions, Changes		(0.67)			\$ (21,344)

Section C

Positions Submitted for Approval for Fiscal Year 2023-2024			
Job Title	# of Positions	Average Cost	Total Cost
Lunchroom Worker - 9 Month	16.00		\$ 771,163
Lunchroom Worker - 9 Month - Less than 4 hours	0.27		10,475
Manager, School Food Service - 9 Month	7.00		420,987
(C) Total Positions Submitted for Approval FY 2023-2024	23.27		\$ 1,202,625

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

- (a) Deleted 2.67 Lunchroom Worker - 9 Month effective July 1, 2022.
- (b) Deleted 1.00 Manager, School Food Service - 9 Month effective August 8, 2022.
- (c) Delete 0.67 Lunchroom Worker - 9 Month effective July 1, 2023.

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2023-2024

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				
<u>Object Group Number</u>	<u>Object Group Name</u>	<u>Original 2022-2023 Appropriation</u>	<u>2023-2024 Appropriation</u>	<u>\$ Increase (Decrease)</u>
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 112,959	\$ 119,061	\$ 6,102
	Educational Support	240,445	250,842	10,397
	Instructional	-	-	-
	Professional / Technical	157,292	167,091	9,799
	Subtotal - Salaries & Benefits	<u>510,696</u>	<u>536,994</u>	<u>26,298</u>
300	Purchased Service	7,781,838	9,237,792	1,455,954
400	Energy Services	87,000	97,000	10,000
500	Materials & Supplies	1,068,355	1,315,333	246,978
600	Capital Outlay	-	-	-
700	Other Expenses	321,400	378,000	56,600
900	Transfers/Reserves	298,898	51,279	(247,619)
	Total Combined Appropriation	<u>\$ 10,068,187</u>	<u>\$ 11,616,398</u>	<u>\$ 1,548,211</u>

STAFFING			
	<u>2022-2023 Recommendation</u>	<u>2023-2024 Recommendation</u>	<u># Increase (Decrease)</u>
Administrative/Managerial	2.00	2.00	-
Educational Support	3.53	3.53	-
Instructional	-	-	-
Professional / Technical	2.00	2.00	-
Total Staff	<u>7.53</u>	<u>7.53</u>	<u>-</u>

OTHER INFORMATION:

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

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

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	\$ 238	\$ 48	\$ 286
0310	PROFESSIONAL & TECHNICAL SERVICE Payment to FSMC and other	7610	FOOD SERVICES - DEPARTMENT	9,114,947		9,114,947
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)				\$ 9,369,535	\$ (162,252)	\$ 9,207,283
GRAND TOTAL				\$ 13,752,317	\$ (2,672,627)	\$ 11,079,690

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

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	\$ 2,000		\$ 2,000
0371	TELEPHONE - LOCAL SERVICE Service in cafeterias and central kitchen	7610	FOOD SERVICES - DEPARTMENT	5,000		5,000
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	3,105	(1,260)	1,845
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	9,500		9,500
0410	NATURAL GAS Natural gas for the nutrition center	7610	FOOD SERVICES - DEPARTMENT	3,000		3,000
Sub-Total (Page 2 Only)				\$ 35,055	\$ (1,260)	\$ 33,795
GRAND TOTAL				\$ 13,752,317	\$ (2,672,627)	\$ 11,079,690

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

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	12,000		12,000
0460	DIESEL FUEL Fuel for Food Service delivery trucks	7610	FOOD SERVICES - DEPARTMENT	10,000		10,000
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	1,287,333		1,287,333
0641	EQUIP/FIXED ASSET (OVER \$5000) 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)				\$ 1,927,333	\$ (500,000)	\$ 1,427,333
GRAND TOTAL				\$ 13,752,317	\$ (2,672,627)	\$ 11,079,690

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

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	\$ 10,000		\$ 10,000
0791	INDIRECT COST	7610	FOOD SERVICES - DEPARTMENT	350,000		350,000
0990	FUND BALANCE - UNAPPROPRIATED	9890	RESERVES	2,060,394	(2,009,115)	51,279
				-		-
				-		-
				-		-
				-		-
				-		-
				-		-
				-		-
Sub-Total (Page 4 Only)				\$ 2,420,394	\$ (2,009,115)	\$ 411,279
GRAND TOTAL				\$ 13,752,317	\$ (2,672,627)	\$ 11,079,690

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

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 2022-2023			
Job Title	# of Positions	Average Cost	Total Cost
Custodian - 12 Month	0.53		\$ 22,288
Delivery Food Service Personnel - 12 Month	1.00		78,300
District Level Secretary - 12 Month	2.00		150,109
Field Supervisor - Food Service - 12 Month	2.00		167,091
Quality Control Manager - 12 Month	1.00		49,516
Warehouse Manager - 12 Month	1.00		69,404
(A) Total Positions Approved For FY 2022-2023	7.53		\$ 536,708

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2022-2023				
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 2023-2024				
Job Title	Type*	# of Positions	Average Cost	Total Cost
(B) Total Requested Additions, Deletions, Changes		-		\$ -

Section C

Positions Submitted for Approval for Fiscal Year 2023-2024			
Job Title	# of Positions	Average Cost	Total Cost
Custodian - 12 Month	0.53		\$ 22,288
Delivery Food Service Personnel - 12 Month	1.00		78,300
District Level Secretary - 12 Month	2.00		150,109
Field Supervisor - Food Service - 12 Month	2.00		167,091
Quality Control Manager - 12 Month	1.00		49,516
Warehouse Manager - 12 Month	1.00		69,404
(C) Total Positions Submitted for Approval FY 2023-2024	7.53		\$ 536,708

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