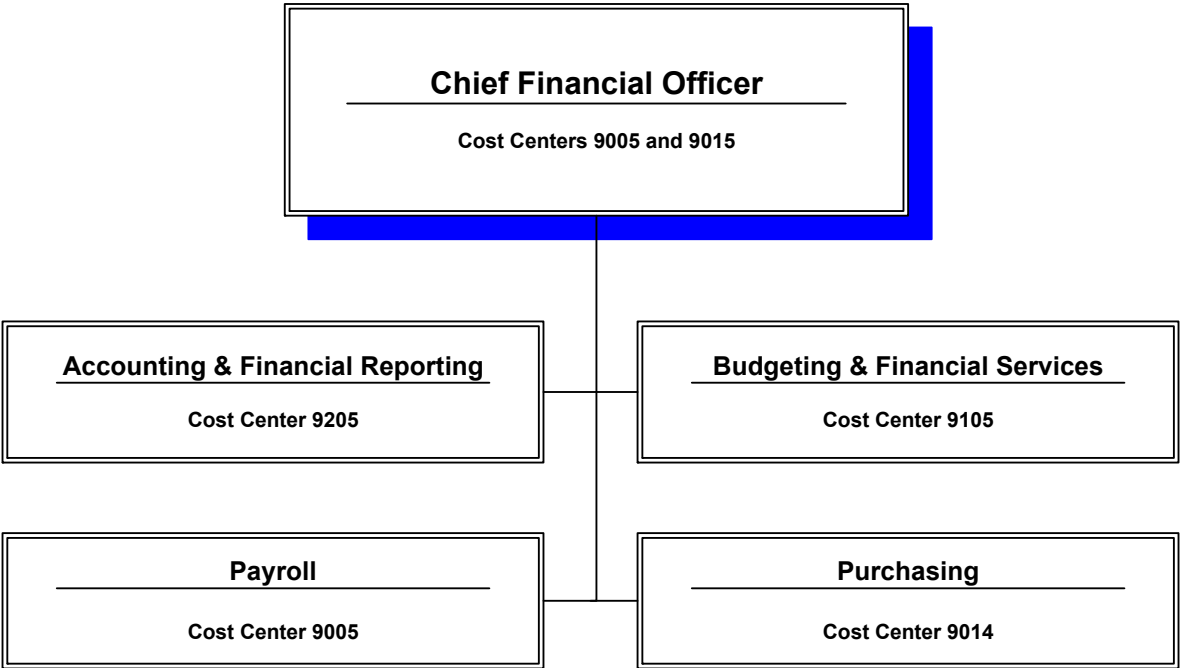




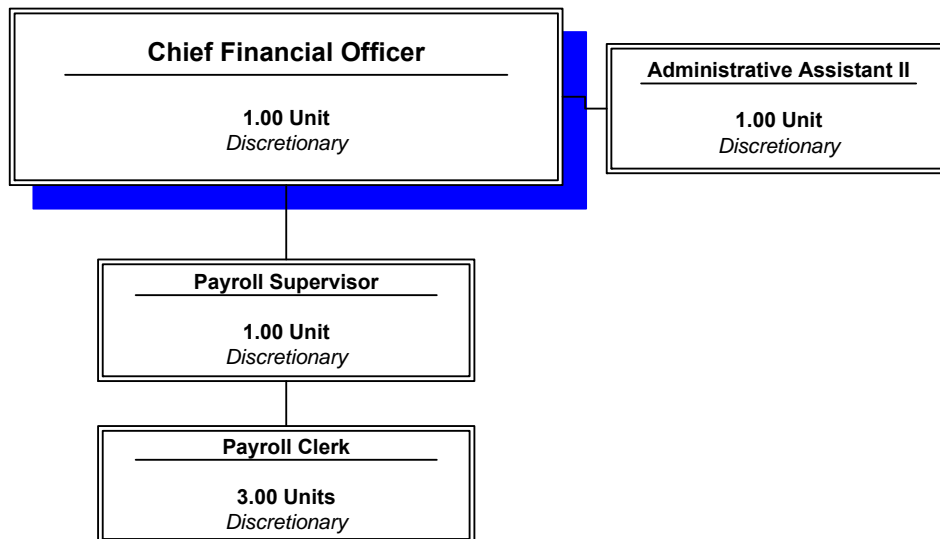
Organizational Chart



SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Chart
Chief Financial Officer
Cost Center: 9005
Fiscal Year 2024-2025



Staffing Chart



OKALOOSA COUNTY SCHOOL DISTRICT

DISTRICT LEVEL - COST CENTER BUDGETS

FISCAL YEAR 2024-2025

DEPARTMENT: Chief Financial Officer

COST CENTER: 9005

COST CENTER DESCRIPTION:

The Chief Financial Officer has direct responsibility for all financial transactions, accounting, budgeting, planning, analysis, payroll, and purchasing. The following departments report to the Chief Financial Officer: Accounting & Financial Reporting, Budgeting & Financial Services, Payroll, and Purchasing.

FUND SOURCE: Unrestricted - General Operating Fund

APPROPRIATIONS AND STAFFING:

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2023-2024 Appropriation	2024-2025 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 266,788	\$ 271,054	\$ 4,266
	Educational Support	238,060	257,503	19,443
	Instructional	-	-	-
	Professional/Technical	103,801	102,319	(1,482)
	Subtotal - Salaries & Benefits	608,649	630,876	22,227
300	Purchased Service	15,500	19,500	4,000
400	Energy Services	-	-	-
500	Materials & Supplies	13,000	11,000	(2,000)
600	Capital Outlay	4,400	2,300	(2,100)
700	Other Expenses	3,000	2,500	(500)
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	\$ 644,549	\$ 666,176	\$ 21,627

STAFFING			
	2023-2024 Recommendation	2024-2025 Recommendation	# Increase (Decrease)
Administrative/Managerial	2.00	2.00	-
Educational Support	3.00	3.00	-
Instructional	-	-	-
Professional/Technical	1.00	1.00	-
Total Staff	6.00	6.00	-

OTHER INFORMATION:

The Chief Financial Officer is the approving authority for this cost center.

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2024-2025

MIS 3176

COST CENTER NAME: Chief Financial Officer

CENTER NUMBER: 9005

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 staff during seasonal and peak periods	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 2,000		\$ 2,000
0210	FLORIDA RETIREMENT SYSTEM Retirement for overtime	7500	FISCAL SERVICES (FINANCE DEPT)	271	2	273
0220	FICA (SOCIAL SECURITY) FICA for overtime and temporary personnel	7500	FISCAL SERVICES (FINANCE DEPT)	153	15	168
0330	IN-COUNTY TRAVEL Reimbursement for in-county travel to meetings	7500	FISCAL SERVICES (FINANCE DEPT)	1,000		1,000
0331	OUT-OF-COUNTY TRAVEL Reimbursement for out-of-county travel to meetings such as Florida School Finance Officers, Department of Education, and State Legislative meetings	7500	FISCAL SERVICES (FINANCE DEPT)	1,000		1,000
0350	REPAIR AND MAINTENANCE Repair and maintenance of various machines for CFO Office and Payroll Department	7500	FISCAL SERVICES (FINANCE DEPT)	1,500		1,500
0355	TECHNOLOGY REPAIRS & MAINTENANCE Technology Repairs & Maintenance	7500	FISCAL SERVICES (FINANCE DEPT)	1,500		1,500
0360	LEASE AND RENTAL AGREEMENTS Lease of Toshiba copier in Finance Office and Payroll Department	7500	FISCAL SERVICES (FINANCE DEPT)	8,500		8,500
Sub-Total (Page 1 Only)				\$ 15,924	\$ 17	\$ 15,941
GRAND TOTAL				<u>\$ 37,724</u>	<u>\$ 17</u>	<u>\$ 37,741</u>

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2024-2025

MIS 3176

COST CENTER NAME: Chief Financial Officer

CENTER NUMBER: 9005

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0365	SOFTWARE SUBSCRIPTIONS Monarch software maintenance	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 5,000		\$ 5,000
0370	POSTAGE/SHIPPING/TELEGRAM Postage/FEDEX for various forms of correspondence to DOE, etc., for CFO Office and Payroll Department	7500	FISCAL SERVICES (FINANCE DEPT)	500		500
0390	OTHER PURCHASED SVC - PRINT/COPY Printing for CFO Office and Payroll Department as needed	7500	FISCAL SERVICES (FINANCE DEPT)	500		500
0510	SUPPLIES Supplies for CFO Office and Payroll Department (payroll checks, ink, envelopes, toner, MICR toner, etc.)	7500	FISCAL SERVICES (FINANCE DEPT)	6,000		6,000
0519	TECHNOLOGY SUPPLIES Ink and toner	7500	FISCAL SERVICES (FINANCE DEPT)	5,000		5,000
0642	EQUIPMENT (UNDER \$5000) Equipment replacement and purchase as needed	7500	FISCAL SERVICES (FINANCE DEPT)	500		500
0643	COMPUTER(>\$5000)/TECH INFRASTR Computer hardware replacement and purchase as needed	7500	FISCAL SERVICES (FINANCE DEPT)	1,000		1,000
0644	COMPUTER HARDWARE(UNDER \$5000) Monitors, printers, keyboards, etc.	7500	FISCAL SERVICES (FINANCE DEPT)	500		500
Sub-Total (Page 2 Only)				\$ 19,000	\$ -	\$ 19,000
GRAND TOTAL				<u>\$ 37,724</u>	<u>\$ 17</u>	<u>\$ 37,741</u>

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2024-2025

MIS 3176

COST CENTER NAME: Chief Financial Officer

CENTER NUMBER: 9005

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0692	SOFTWARE (UNDER \$5000) Upgrade of various software for CFO Office and Payroll Department	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 300		\$ 300
0730	DUES AND FEES Government Financial Officers Association, Association of School Business Officials, CPA courses, Florida Educational Legislature Liaison, Florida School Finance Officers, and American Payroll Association	7500	FISCAL SERVICES (FINANCE DEPT)	1,500		1,500
0750	OTHER PERSONNEL SERVICES(TEMP) Temporary personnel during seasonal, peak periods, and for special projects	7500	FISCAL SERVICES (FINANCE DEPT)	1,000		1,000
				-		-
				-		-
				-		-
				-		-
				-		-
Sub-Total (Page 3 Only)				\$ 2,800	\$ -	\$ 2,800
GRAND TOTAL				<u>\$ 37,724</u>	<u>\$ 17</u>	<u>\$ 37,741</u>

SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Summary
Fiscal Year 2024-2025

MIS 3390

Department Name: Chief Financial Officer
Cost Center No.: 9005
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 2023-2024			
Job Title	# of Positions	Average Cost	Total Cost
Administrative Assistant II - 12 Month	1.00		\$ 102,319.00
Chief Financial Officer - 12 Month	1.00		180,661.00
Payroll Clerk - 12 Month	3.00		255,062.00
Payroll Supervisor - 12 Month	1.00		90,393.00
(A) Total Positions Approved For FY 2023-2024	6.00		\$ 628,435.00

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2023-2024				
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 2024-2025				
Job Title	Type*	# of Positions	Average Cost	Total Cost
(B) Total Requested Additions, Deletions, Changes		-		\$ -

Section C

Positions Submitted for Approval for Fiscal Year 2024-2025			
Job Title	# of Positions	Average Cost	Total Cost
Administrative Assistant II - 12 Month	1.00		\$ 102,319.00
Chief Financial Officer - 12 Month	1.00		180,661.00
Payroll Clerk - 12 Month	3.00		255,062.00
Payroll Supervisor - 12 Month	1.00		90,393.00
(C) Total Positions Submitted for Approval FY 2024-2025	6.00		\$ 628,435.00

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