

# SCHOOL DISTRICT OF OKALOOSA COUNTY

## Department Staffing Chart

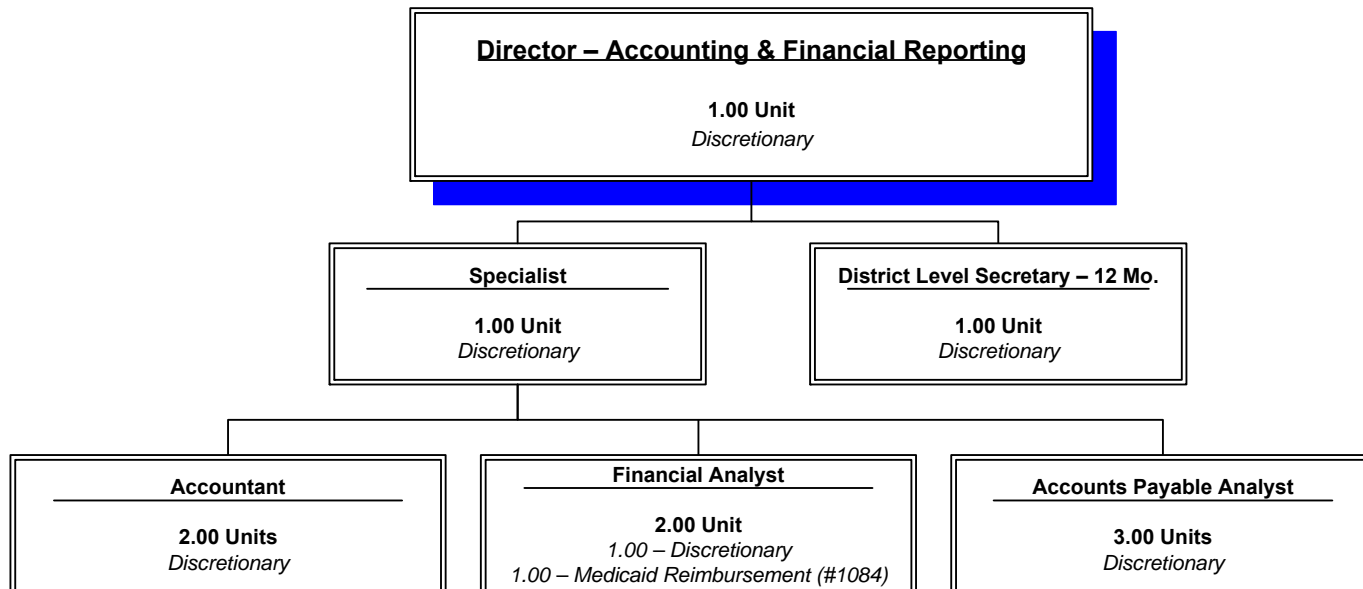
### *Accounting & Financial Reporting*

Cost Center: 9205

Fiscal Year 2024-2025



## Staffing Chart



# OKALOOSA COUNTY SCHOOL DISTRICT

## DISTRICT LEVEL - COST CENTER BUDGETS

### FISCAL YEAR 2024-2025

**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 2023-2024 Appropriation	2024-2025 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 288,765	\$ 293,385	\$ 4,620
	Educational Support	405,124	448,873	43,749
	Instructional	-	-	-
	Professional/Technical	114,773	116,462	1,689
	Subtotal - Salaries & Benefits	808,662	858,720	50,058
300	Purchased Service	11,695	15,895	4,200
400	Energy Services	-	-	-
500	Materials & Supplies	7,700	7,700	-
600	Capital Outlay	3,400	3,400	-
700	Other Expenses	550	550	-
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	\$ 832,007	\$ 886,265	\$ 54,258

STAFFING			
	2023-2024 Recommendation	2024-2025 Recommendation	# Increase (Decrease)
Administrative/Managerial	2.00	2.00	-
Educational Support	6.00	6.00	-
Instructional	-	-	-
Professional/Technical	1.00	1.00	-
Total Staff	9.00	9.00	-

**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 2024-2025

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	7500	FISCAL SERVICES (FINANCE DEPT)	\$ 3,000		\$ 3,000
0210	FLORIDA RETIREMENT SYSTEM Retirement for overtime	7500	FISCAL SERVICES (FINANCE DEPT)	407	2	409
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 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 (\$1,200); Postage meter (\$700)	7500	FISCAL SERVICES (FINANCE DEPT)	1,900		1,900
0365	SOFTWARE SUBSCRIPTIONS CentralLease software through CRI Advanced Analytics for tracking lease obligations for meeting GASB87 reporting requirement; required GASB96 Software Subscriptions (Prior year beta tested software at a low price but this year may have to pay more)	7500	FISCAL SERVICES (FINANCE DEPT)	6,000		6,000
Sub-Total (Page 1 Only)				\$ 15,437	\$ 2	\$ 15,439
GRAND TOTAL				\$ 31,182	\$ 2	\$ 31,184

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

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				\$ 31,182	\$ 2	\$ 31,184

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

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
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				\$ 31,182	\$ 2	\$ 31,184

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

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 2023-2024			
Job Title	# of Positions	Average Cost	Total Cost
Accountant - 12 Month	2.00		\$ 166,267.00
Accounts Payable Analyst - 12 Month	3.00		216,978.00
Director - Accounting & Financial Reporting - 12 Month	1.00		161,405.00
District Level Secretary - 12 Month	1.00		61,989.00
Financial Analyst - 12 Month	1.00		116,462.00
Specialist - 12 Month	1.00		131,980.00
(A) Total Positions Approved For FY 2023-2024	9.00		\$ 855,081.00

**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
Accountant - 12 Month	2.00		\$ 166,267.00
Accounts Payable Analyst - 12 Month	3.00		216,978.00
Director - Accounting & Financial Reporting - 12 Month	1.00		161,405.00
District Level Secretary - 12 Month	1.00		61,989.00
Financial Analyst - 12 Month	1.00		116,462.00
Specialist - 12 Month	1.00		131,980.00
(C) Total Positions Submitted for Approval FY 2024-2025	9.00		\$ 855,081.00

**\*Note:**

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