

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2024-2025

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 2023-2024 Appropriation	2024-2025 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 540,048	\$ 543,230	\$ 3,182
	Educational Support	1,032,480	988,899	(43,581)
	Instructional	-	-	-
	Professional / Technical	167,091	168,970	1,879
	Subtotal - Salaries & Benefits	1,739,619	1,701,099	(38,520)
300	Purchased Service	9,237,792	10,511,794	1,274,002
400	Energy Services	97,000	97,700	700
500	Materials & Supplies	1,315,333	821,221	(494,112)
600	Capital Outlay	-	-	-
700	Other Expenses	378,000	378,000	-
900	Transfers/Reserves	51,279	(289,517)	(340,796)
	Total Combined Appropriation	\$ 12,819,023	\$ 13,220,297	\$ 401,274

STAFFING			
	2023-2024 Recommendation	2024-2025 Recommendation	# Increase (Decrease)
Administrative/Managerial	9.00	9.00	-
Educational Support	19.80	18.80	(1.00)
Instructional	-	-	-
Professional / Technical	2.00	2.00	-
Total Staff	30.80	29.80	(1.00)

OTHER INFORMATION:

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

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2024-2025

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				
Object Group Number	Object Group Name	Original 2023-2024 Appropriation	2024-2025 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 420,987	\$ 422,432	\$ 1,445
	Educational Support	781,638	734,759	(46,879)
	Instructional	-	-	-
	Professional / Technical	-	-	-
	Subtotal - Salaries & Benefits	1,202,625	1,157,191	(45,434)
300	Purchased Service	-	-	-
400	Energy Services	-	-	-
500	Materials & Supplies	-	-	-
600	Capital Outlay	-	-	-
700	Other Expenses	-	-	-
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	\$ 1,202,625	\$ 1,157,191	\$ (45,434)

STAFFING			
	2023-2024 Recommendation	2024-2025 Recommendation	# Increase (Decrease)
Administrative/Managerial	7.00	7.00	-
Educational Support	16.27	15.27	(1.00)
Instructional	-	-	-
Professional / Technical	-	-	-
Total Staff	23.27	22.27	(1.00)

OTHER INFORMATION:

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

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

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 2023-2024			
Job Title	# of Positions	Average Cost	Total Cost
Lunchroom Worker - 9 Month	16.00		\$ 768,083.00
Lunchroom Worker - 9 Month - Less than 4 hours	0.27		10,811.00
Manager, School Food Service - 9 Month	7.00		422,432.00
(A) Total Positions Approved For FY 2023-2024	23.27		\$ 1,201,326.00

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2023-2024					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Lunchroom Worker - 9 Month	D	(0.27)	(a)		\$ (7,988.00)
(B-1) Total Approved Additions, Deletions, Changes		(0.27)			\$ (7,988.00)

Section B-2

Requested Additions, Deletions and/or Changes - Fiscal Year 2024-2025					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Lunchroom Worker - 9 Month	D	(0.73)	(b)		\$ (36,147.00)
(B) Total Requested Additions, Deletions, Changes		(0.73)			\$ (36,147.00)

Section C

Positions Submitted for Approval for Fiscal Year 2024-2025			
Job Title	# of Positions	Average Cost	Total Cost
Lunchroom Worker - 9 Month	15.00		\$ 723,948.00
Lunchroom Worker - 9 Month - Less than 4 hours	0.27		10,811.00
Manager, School Food Service - 9 Month	7.00		422,432.00
(C) Total Positions Submitted for Approval FY 2024-2025	22.27		\$ 1,157,191.00

***Note:**

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

(a) Deleted 0.27 Lunchroom Worker - 9 Month effective August 14, 2023.

(b) Delete 0.73 Lunchroom Worker - 9 Month effective July 1, 2024.

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2024-2025

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				
Object Group Number	Object Group Name	Original 2023-2024 Appropriation	2024-2025 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 119,061	\$ 120,798	\$ 1,737
	Educational Support	250,842	254,140	3,298
	Instructional	-	-	-
	Professional / Technical	167,091	168,970	1,879
	Subtotal - Salaries & Benefits	536,994	543,908	6,914
300	Purchased Service	9,237,792	10,511,794	1,274,002
400	Energy Services	97,000	97,700	700
500	Materials & Supplies	1,315,333	821,221	(494,112)
600	Capital Outlay	-	-	-
700	Other Expenses	378,000	378,000	-
900	Transfers/Reserves	51,279	(289,517)	(340,796)
	Total Combined Appropriation	\$ 11,616,398	\$ 12,063,106	\$ 446,708

STAFFING			
	2023-2024 Recommendation	2024-2025 Recommendation	# Increase (Decrease)
Administrative/Managerial	2.00	2.00	-
Educational Support	3.53	3.53	-
Instructional	-	-	-
Professional / Technical	2.00	2.00	-
Total Staff	7.53	7.53	-

OTHER INFORMATION:

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

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

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	10,380,016	(289,517)	10,090,499
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)				\$ 10,634,604	\$ (451,769)	\$ 10,182,835
GRAND TOTAL				\$ 14,258,632	\$ (2,739,148)	\$ 11,519,484

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

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 Increase due to increased garbage cost	7610	FOOD SERVICES - DEPARTMENT	13,400		13,400
0390	OTHER PURCHASED SVC - PRINT/COPY Menus, parent letters, flyers and other information Increase due to additional printing needs	7610	FOOD SERVICES - DEPARTMENT	15,733		15,733
0410	NATURAL GAS Natural gas for the nutrition center Increase due to increased natural gas cost	7610	FOOD SERVICES - DEPARTMENT	3,700		3,700
Sub-Total (Page 2 Only)				\$ 44,688	\$ (1,260)	\$ 43,428
GRAND TOTAL				<u>\$ 14,258,632</u>	<u>\$ (2,739,148)</u>	<u>\$ 11,519,484</u>

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

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 Decrease to actual 2024-2025 Commodity Planned Assistance Level	7610	FOOD SERVICES - DEPARTMENT	793,221		793,221
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)				\$ 1,433,221	\$ (500,000)	\$ 933,221
GRAND TOTAL				<u>\$ 14,258,632</u>	<u>\$ (2,739,148)</u>	<u>\$ 11,519,484</u>

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

MIS 3176

COST CENTER NAME: School Food Service
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9008
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	1,786,119	(1,786,119)	-
				-		-
				-		-
				-		-
				-		-
				-		-
				-		-
Sub-Total (Page 4 Only)				\$ 2,146,119	\$ (1,786,119)	\$ 360,000
GRAND TOTAL				\$ 14,258,632	\$ (2,739,148)	\$ 11,519,484

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

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 2023-2024			
Job Title	# of Positions	Average Cost	Total Cost
Custodian - 12 Month	0.53		\$ 23,009.00
Delivery Food Service Personnel - 12 Month	1.00		79,272.00
District Level Secretary - 12 Month	2.00		151,859.00
Field Supervisor - Food Service - 12 Month	2.00		168,684.00
Quality Control Manager - 12 Month	1.00		50,919.00
Warehouse Manager - 12 Month	1.00		69,879.00
(A) Total Positions Approved For FY 2023-2024	7.53		\$ 543,622.00

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
Custodian - 12 Month	0.53		\$ 23,009.00
Delivery Food Service Personnel - 12 Month	1.00		79,272.00
District Level Secretary - 12 Month	2.00		151,859.00
Field Supervisor - Food Service - 12 Month	2.00		168,684.00
Quality Control Manager - 12 Month	1.00		50,919.00
Warehouse Manager - 12 Month	1.00		69,879.00
(C) Total Positions Submitted for Approval FY 2024-2025	7.53		\$ 543,622.00

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