



**SCHOOL DISTRICT OF OKALOOSA COUNTY
INTEROFFICE MEMORANDUM
FINANCE DEPARTMENT**

FINANCE TAM: 2008-034

CONTACT: Debbie Bruce, Director
Budgeting & Financial Services

TELEPHONE: 833-5827

TO: Department Heads

FROM: Rita Scallan, Chief Financial Officer

A handwritten signature in blue ink, reading "Rita Scallan".

DATE: February 1, 2008

SUBJECT: 2008-2009 Department Budget Requests – ***Due Friday, February 22, 2008***

As most of you are aware, from all of the recent news articles and budget reductions to date, Florida's economy is suffering and is projected to continue to decline for the next few years. Currently, there is discussion and speculation that the Legislature will convene, prior to the regular session, to make further budget reductions. The information the District received this week is that we should be prepared to absorb an additional 2% budget reduction for the 2007-2008 fiscal year.

In light of the bleak economic forecast for the 2008-2009 fiscal year and the potential multiple budget reductions related to the current year, departments are asked to submit a budget request which only encompasses **essential items and services** required to operate your department. The Finance Department will review your budget thoroughly and, if necessary, make adjustments based on a very conservative approach. Please keep in mind that District Departments exist for the sole purpose of helping to provide the very best educational opportunities for our students; therefore, our goal is to strive to continue to provide excellent educational services.

Please find attached the Budget Request Information for your department for fiscal year 2008-2009. The budget request format is the same as last year. Each department should develop their department budget (no project) utilizing the "zero-based budgeting" method. Zero-based budgeting, as the name implies, starts the budget process with a zero or a blank sheet of paper for each department. Zero-based budgeting makes no reference to your prior year's allocation, hence the term zero-based. Each department should identify, evaluate and prioritize its activities. Once you have prioritized your department's activities, you should be able to assess those needs and the budget required to provide or perform those services and/or functions.

Attached are two files to assist you in preparing your department's budget request: (1) Department Budget Information FY09 and (2) Department Packet FY09.

The Department Budget Information FY09 includes:

1. MIS 3176 Department Budget – Detail should be completed for your department using Excel. The budget detail form should reflect department operational needs only; for example, supplies, equipment, travel, professional services, etc. Supportive information must be submitted to reflect the specific items being requested and the basis of calculation or determination used. Please be as specific as possible. (*See Example.*) All budget requests are to be submitted in whole dollars only, for example, \$250 rather than \$250.12.

2. MIS 3149 Department Budget – Detail Summary reflects a summarized recap of the requests submitted on the MIS 3176 Department Budget Detail page(s). The budget information will be automatically generated from the information input on MIS 3176; therefore, no additional entry is necessary. (*See Example.*)
3. MIS 3477 Department Position Request Form should be used *only* to make requests related to staffing; for example, to add, eliminate or convert a position. If a position request is submitted, a narrative (Section B) must be filled in outlining the justification for the request.

The Department Packet FY09 attachment includes:

1. MIS 3390 Department Staffing Summary – For your review and verification regarding staffing for fiscal year 2008-2009.
2. RB802 Position Master Detail – Lists all personnel in your department and their current funding source. Please make any notations or corrections needed in red on this form.
3. FB156 Budget Status Summary dated January 31, 2008, showing your department's current budget and expenditures.
4. 2007-2008 Department Budget – A copy of last year's budget from the *2007-2008 District Departments and Projects Notebook*. Please review your *Cost Center's Description*. If you have any changes to your department's description, submit those changes along with your budget request.
5. Chart of Accounts – Exhibit A – A complete listing of all function and object codes. Exhibit B – A guide explaining how to distinguish between items that should be classified as a supply or equipment. In cases where objects have been expanded to distinguish between capitalized and non-capitalized items (equipment, computer equipment, and software), those costing less than \$1,000 are considered non-capitalized, and those items costing \$1,000 or more are considered capitalized.

By Friday, February 22, 2008, each department should:

1. **Email their Department Budget Information FY09 (MIS 3176 and MIS 3477) to myersg@mail.okaloosa.k12.fl.us.**
2. **Submit signed hard copies of their Department Budget Information to the Budgeting Department.**

Meetings with Department Heads to review budget requests and project allocations will be scheduled for the week of March 10, 2008. The Budgeting Department will contact each department to schedule an appointment time.

Should you have any questions or need additional information, please do not hesitate to contact Debbie Bruce at 833-5827.

Attachments