



**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2015-005

CONTACT: Julie Perry, Director
Budgeting & Financial Services

TELEPHONE: 833-5850

TO: School Principals

FROM: Rita R. Scallan, Chief Financial Officer

DATE: July 23, 2014

SUBJECT: Custodial Service Plan

On May 23, 2011, the School Board approved a school custodial services plan which would provide custodial staff and custodial supplies to each school and transfer the responsibility of oversight and management of the custodial program to the district level.

The School Budget Manual for fiscal year 2014-2015 contained a spreadsheet listing the custodial services allocation for each school. These allocations were locked into each school's budget detail form.

Now that the budget files have rolled, each school's budget allocation for custodial services has been moved from 1010.7900.0315.Center to Custodial Services – Project 2011, with the exception of Workforce Development – Project 5110 and Utilities/Custodial – Other – Project 0011. These projects have been pre-charged for custodial services based on their custodial services assessments.

The attached spreadsheet indicates the custodial services square footage and the custodial services allocation amount for each school/project (column D). Should you have any questions or need further assistance, please do not hesitate to contact:

Budgeting Questions – Julie Perry at 833-5850
Custodial Services Questions – Bill Smith at 689-7158

**The above does not impact the budgets that were
directly allocated to schools for their use.**

cc: Executive Staff
School Bookkeepers

**SCHOOL DISTRICT OF OKALOOSA COUNTY
CUSTODIAL SERVICES ALLOCATION
DISCRETIONARY BUDGET
FISCAL YEAR 2014-2015
JULY 23, 2014**

COST CENTER NUMBER	SCHOOL/CENTER NAME	CUSTODIAL SERVICES SQUARE FOOTAGE	CUSTODIAL SERVICE ALLOCATION
			\$ 1.71

DISTRICT SCHOOLS

0031	EDWINS ELEMENTARY SCHOOL	53,427	\$ 91,158
0041	BAKER SCHOOL	168,993	288,339
0051	BOB SIKES ELEMENTARY SCHOOL	82,973	141,570
0082	MEIGS MIDDLE SCHOOL	101,740	173,591
0092	SHOAL RIVER MIDDLE SCHOOL	113,948	194,420
0121	RUCKEL MIDDLE SCHOOL	105,861	180,622
0131	DESTIN ELEMENTARY SCHOOL	93,501	159,533
0151	EDGE ELEMENTARY SCHOOL	64,464	109,990
0161	EGLIN ELEMENTARY SCHOOL	79,301	135,305
0201	LAUREL HILL SCHOOL	83,019	141,648
0211	NICEVILLE HIGH SCHOOL	205,938	351,374
0222	NORTHWOOD ELEMENTARY SCHOOL	139,475	237,975
0241	SILVER SANDS SCHOOL	39,526	67,440
0251	RIVERSIDE ELEMENTARY SCHOOL	88,896	151,676
0271	PRYOR MIDDLE SCHOOL	98,717	168,433
0281	WRIGHT ELEMENTARY SCHOOL	84,744	144,592
0431	SHALIMAR ELEMENTARY SCHOOL	55,455	94,618
0541	ELLIOTT PT. ELEMENTARY SCHOOL	61,329	104,641
0561	MARY ESTHER ELEMENTARY SCHOOL	59,288	101,158
0571	PLEW ELEMENTARY SCHOOL	75,779	129,295
0581	CHOCTAW HIGH SCHOOL	238,028	406,128
0601	CRESTVIEW HIGH SCHOOL	233,665	398,683
0621	KENWOOD ELEMENTARY SCHOOL	63,430	108,225
0631	FLOROSA ELEMENTARY SCHOOL	63,556	108,440
0641	FT. WALTON BEACH HIGH SCHOOL	230,876	393,925
0651	BRUNER MIDDLE SCHOOL	130,009	221,824
0671	LEWIS K-8 SCHOOL	97,102	165,677
0681	LONGWOOD ELEMENTARY SCHOOL	60,118	102,574
0701	CHOICE HIGH SCHOOL & TECHNICAL CENTER	42,465	72,455
0721	OKALOOSA STEMM ACADEMY	23,050	39,328
0731	WALKER ELEMENTARY SCHOOL	90,001	153,561
0741	BLUEWATER ELEMENTARY SCHOOL	84,195	143,655
0751	ANTIOCH ELEMENTARY SCHOOL	96,693	164,979
0761	DAVIDSON MIDDLE SCHOOL	119,857	204,502
0771	DESTIN MIDDLE SCHOOL	84,278	143,797
0801	RICHBOURG SCHOOL	12,241	20,886
0811	SOUTHSIDE CENTER	17,679	30,164
TOTAL - DISTRICT SCHOOLS		3,543,617	\$ 6,046,181

CUSTODIAL SERVICES PAID BY PROJECTS:

0701	CHOICE HS/WORKFORCE DEVELOPMENT - PROJECT 5110	63,698	108,683
0791	ECCI - BEST CHANCE NORTH - PROJECT 0011	9,235	15,757
0811	VPK/TITLE I - PROJECT 0011	4,700	8,019

TOTAL - SCHOOLS, REGULAR PROGRAMS & DJJ PROGRAMS	3,621,250	\$ 6,178,640
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NOTES:

1. CUSTODIAL ASSESSEMENT FOR CHOICE HIGH SCHOOL & TECHNICAL CENTER WILL BE SPLIT 40% DISCRETIONARY AND 60% WORKFORCE DEVELOPMENT.