



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

FINANCE TAM: 2016-005

CONTACT: Julie Perry, Director
Budgeting & Financial Services

TELEPHONE: 833-5850

TO: School Principals
FROM: Rita R. Scallan, Chief Financial Officer
DATE: July 24, 2015
SUBJECT: Custodial Service Plan

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

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 2015-2016 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 Discretionary 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 2015-2016
AS OF JUNE 2015**



COST CENTER NUMBER	SCHOOL/CENTER NAME	CUSTODIAL SERVICES SQUARE FOOTAGE	CUSTODIAL SERVICE ALLOCATION \$
			1.76

DISTRICT SCHOOLS

0031	EDWINS ELEMENTARY SCHOOL	53,427	\$ 94,144
0041	BAKER SCHOOL	168,993	297,785
0051	BOB SIKES ELEMENTARY SCHOOL	82,973	146,208
0082	MEIGS MIDDLE SCHOOL	101,740	179,277
0092	SHOAL RIVER MIDDLE SCHOOL	113,948	200,789
0121	RUCKEL MIDDLE SCHOOL	105,861	186,539
0131	DESTIN ELEMENTARY SCHOOL	93,501	164,759
0151	EDGE ELEMENTARY SCHOOL	64,464	113,593
0161	EGLIN ELEMENTARY SCHOOL	79,301	139,737
0201	LAUREL HILL SCHOOL	83,019	146,289
0211	NICEVILLE HIGH SCHOOL	205,938	362,886
0222	NORTHWOOD ELEMENTARY SCHOOL	139,475	245,771
0241	SILVER SANDS SCHOOL	39,526	69,649
0251	RIVERSIDE ELEMENTARY SCHOOL	88,896	156,645
0271	PRYOR MIDDLE SCHOOL	98,717	173,950
0281	WRIGHT ELEMENTARY SCHOOL	84,744	149,328
0431	SHALIMAR ELEMENTARY SCHOOL	55,455	97,718
0541	ELLIOTT PT. ELEMENTARY SCHOOL	61,329	108,069
0561	MARY ESTHER ELEMENTARY SCHOOL	59,288	104,472
0571	PLEW ELEMENTARY SCHOOL	75,779	133,531
0581	CHOCTAW HIGH SCHOOL	238,028	419,432
0601	CRESTVIEW HIGH SCHOOL	233,665	411,744
0621	KENWOOD ELEMENTARY SCHOOL	63,430	111,771
0631	FLOROSA ELEMENTARY SCHOOL	63,556	111,993
0641	FT. WALTON BEACH HIGH SCHOOL	230,876	406,830
0651	BRUNER MIDDLE SCHOOL	130,009	229,091
0671	LEWIS K-8 SCHOOL	97,102	171,105
0681	LONGWOOD ELEMENTARY SCHOOL	60,118	105,935
0701	CHOICE HIGH SCHOOL & TECH. CNTR.	42,465	74,828
0721	OKALOOSA STEMM ACADEMY	23,050	40,617
0731	WALKER ELEMENTARY SCHOOL	90,001	158,592
0741	BLUEWATER ELEMENTARY SCHOOL	84,195	148,361
0751	ANTIOCH ELEMENTARY SCHOOL	96,693	170,384
0761	DAVIDSON MIDDLE SCHOOL	119,857	211,202
0771	DESTIN MIDDLE SCHOOL	84,278	148,507
0801	RICHBOURG SCHOOL	12,241	21,570
0811	SOUTHSIDE CENTER	17,679	31,152
TOTAL - DISTRICT SCHOOLS		3,543,617	\$ 6,244,253

CUSTODIAL SERVICES PAID BY PROJECTS:

0701	CHOICE HS/WORKFORCE DEVELOPMENT - PROJECT 5110	63,698	112,243
0791	ECCI - BEST CHANCE NORTH - PROJECT 0011	9,235	16,273
0811	VPK/TITLE I - PROJECT 0011	4,700	8,282

TOTAL - SCHOOLS, REGULAR PROGRAMS & DJJ PROGRAMS	3,621,250	\$ 6,381,051
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NOTES:

1. CUSTODIAL ASSESMENT FOR CHOICE HIGH SCHOOL & TECH. CNTR. WILL BE SPLIT 40% DISCRETIONARY AND 60% WORKFORCE DEVELOPMENT.