



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

FINANCE TAM: 2018-004

CONTACT: Julie Perry, Director
Budgeting & Financial Services

TELEPHONE: 833-5850

TO: School Principals

FROM: Rita R. Scallan, Chief Financial Officer

DATE: July 26, 2017

SUBJECT: Custodial Services Plan & Utility Allocation

Custodial Services 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 2017-2018 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).

Utility Allocation

Each school received an allocation for utilities as reflected in the fiscal year 2017-2018 School Budget Manual. The budget files have rolled, and each school's budget allocation for utilities has been moved from 1010.7900.0415.Center to School Utilities – Project 5099.

The following school utilities will continue to be expended through Project 5099:

- Telephone, Including Long Distance
- Water and Sewer
- Garbage
- Recycling
- Natural Gas
- Electricity

Okaloosa Technical College & CHOICE High School will continue to be responsible for 60% of its utilities to be expended through Workforce Development – Project 5110. Bottled Gas expenditures for Laurel Hill heating will be made through Project 5099.

The attached spreadsheet from the School Budget Manual indicates the total conditioned square footage and the utilities allocation for each school.

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 2017-2018
AS OF JUNE 2017**

COST CENTER NUMBER	SCHOOL/CENTER NAME	CUSTODIAL SERVICES SQUARE FOOTAGE	CUSTODIAL SERVICE ALLOCATION
			\$ 1.88

DISTRICT SCHOOLS

0031	EDWINS ELEMENTARY SCHOOL	53,427	\$ 100,324
0041	BAKER SCHOOL	168,993	317,332
0051	BOB SIKES ELEMENTARY SCHOOL	82,973	155,805
0082	MEIGS MIDDLE SCHOOL	101,740	191,046
0092	SHOAL RIVER MIDDLE SCHOOL	113,948	213,970
0121	RUCKEL MIDDLE SCHOOL	105,861	198,784
0131	DESTIN ELEMENTARY SCHOOL	93,501	175,575
0151	EDGE ELEMENTARY SCHOOL	64,464	121,049
0161	EGLIN ELEMENTARY SCHOOL	79,301	148,910
0201	LAUREL HILL SCHOOL	83,019	155,892
0211	NICEVILLE HIGH SCHOOL	205,938	386,707
0222	NORTHWOOD ELEMENTARY SCHOOL	139,475	261,904
0241	SILVER SANDS SCHOOL	39,526	74,221
0251	RIVERSIDE ELEMENTARY SCHOOL	88,896	166,927
0271	PRYOR MIDDLE SCHOOL	98,717	185,369
0281	WRIGHT ELEMENTARY SCHOOL	84,744	159,131
0431	SHALIMAR ELEMENTARY SCHOOL	55,455	104,132
0541	ELLIOTT PT. ELEMENTARY SCHOOL	61,329	115,163
0561	MARY ESTHER ELEMENTARY SCHOOL	59,288	111,330
0571	PLEW ELEMENTARY SCHOOL	75,779	142,296
0581	CHOCTAW HIGH SCHOOL	238,028	446,965
0601	CRESTVIEW HIGH SCHOOL	233,665	438,772
0621	KENWOOD ELEMENTARY SCHOOL	63,430	119,108
0631	FLOROSA ELEMENTARY SCHOOL	63,556	119,344
0641	FT. WALTON BEACH HIGH SCHOOL	230,876	433,535
0651	BRUNER MIDDLE SCHOOL	130,009	244,129
0671	LEWIS SCHOOL	97,102	182,336
0681	LONGWOOD ELEMENTARY SCHOOL	60,118	112,889
0701	OK. TECH. COLLEGE & CHOICE HIGH SCHOOL	42,465	79,740
0721	OKALOOSA STEM ACADEMY	23,050	43,283
0731	WALKER ELEMENTARY SCHOOL	90,001	169,002
0741	BLUEWATER ELEMENTARY SCHOOL	84,195	158,100
0751	ANTIOCH ELEMENTARY SCHOOL	96,693	181,568
0761	DAVIDSON MIDDLE SCHOOL	119,857	225,065
0771	DESTIN MIDDLE SCHOOL	84,278	158,256
0801	RICHBOURG SCHOOL	12,241	22,986
0811	SOUTHSIDE PRIMARY SCHOOL	22,379	42,023
TOTAL - DISTRICT SCHOOLS		3,548,317	\$ 6,662,968

CUSTODIAL SERVICES PAID BY PROJECTS:

0701	ADULT ED./WORKFORCE DEVELOPMENT - PROJECT 5110	63,698	119,611
0791	ECCI - BEST CHANCE NORTH - PROJECT 0011	9,235	17,340
TOTAL - SCHOOLS, REGULAR PROGRAMS & DJJ PROGRAMS		3,621,250	\$ 6,799,919

NOTES:

1. CUSTODIAL ASSESSEMENT FOR OK. TECH. COLLEGE & CHOICE HIGH SCHOOL WILL BE SPLIT 40% DISCRETIONARY AND 60% WORKFORCE DEVELOPMENT.

**SCHOOL DISTRICT OF OKALOOSA COUNTY
OVERHEAD ALLOCATION
UTILITY ALLOCATION BASED ON CONDITIONED SQUARE FOOTAGE
FISCAL YEAR 2017-2018
AS OF JUNE 2017**

COST CENTER NUMBER	SCHOOL/CENTER NAME	TOTAL CONDITIONED SQ. FT.	TOTAL UTILITY ALLOCATION
			\$ 8,087,000
DISTRICT SCHOOLS			
0031	EDWINS ELEMENTARY SCHOOL	36,594	\$ 85,783
0041	BAKER SCHOOL	158,910	372,515
0051	BOB SIKES ELEMENTARY SCHOOL	60,289	141,329
0082	MEIGS MIDDLE SCHOOL	79,327	185,958
0092	SHOAL RIVER MIDDLE SCHOOL	130,261	305,357
0121	RUCKEL MIDDLE SCHOOL	92,041	215,762
0131	DESTIN ELEMENTARY SCHOOL	77,121	180,786
0151	EDGE ELEMENTARY SCHOOL	62,223	145,863
0161	EGLIN ELEMENTARY SCHOOL	61,496	144,158
0201	LAUREL HILL SCHOOL	78,137	183,168
0211	NICEVILLE HIGH SCHOOL	214,429	502,662
0222	NORTHWOOD ELEMENTARY SCHOOL	87,181	204,369
0241	SILVER SANDS SCHOOL	41,040	96,206
0251	RIVERSIDE ELEMENTARY SCHOOL	99,194	232,530
0271	PRYOR MIDDLE SCHOOL	82,199	192,690
0281	WRIGHT ELEMENTARY SCHOOL	66,780	156,545
0431	SHALIMAR ELEMENTARY SCHOOL	58,342	136,765
0541	ELLIOTT PT. ELEMENTARY SCHOOL	67,049	157,176
0561	MARY ESTHER ELEMENTARY SCHOOL	53,314	124,978
0571	PLEW ELEMENTARY SCHOOL	58,798	137,834
0581	CHOCTAW HIGH SCHOOL	249,409	584,662
0601	CRESTVIEW HIGH SCHOOL	251,237	588,947
0621	KENWOOD ELEMENTARY SCHOOL	56,031	131,347
0631	FLOROSA ELEMENTARY SCHOOL	64,579	151,385
0641	FT. WALTON BEACH HIGH SCHOOL	220,055	515,851
0651	BRUNER MIDDLE SCHOOL	132,599	310,837
0671	LEWIS SCHOOL	100,606	235,840
0681	LONGWOOD ELEMENTARY SCHOOL	74,152	173,826
0701	OK. TECH. COLLEGE & CHOICE HIGH SCHOOL (@ 40%)	103,802	243,332
0721	OKALOOSA STEM ACADEMY	23,050	54,034
0731	WALKER ELEMENTARY SCHOOL	91,101	213,558
0741	BLUEWATER ELEMENTARY SCHOOL	85,575	200,604
0751	ANTIOCH ELEMENTARY SCHOOL	107,364	251,682
0761	DAVIDSON MIDDLE SCHOOL	126,114	295,635
0771	DESTIN MIDDLE SCHOOL	78,160	183,222
0801	RICHBOURG SCHOOL	13,196	30,934
0811	SOUTHSIDE PRIMARY SCHOOL	8,050	18,870
TOTAL - DISTRICT SCHOOLS		3,449,805	\$ 8,087,000

NOTE:

TOTAL CONDITIONED SQUARE FOOTAGE AS OF JANUARY 18, 2012.