



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

FINANCE TAM: 2019-005

CONTACT: Julie Perry, Director
Budgeting & Financial Services

TELEPHONE: 833-5850

TO: School Principals

FROM: Rita R. Scallan, Chief Financial Officer

DATE: July 24, 2018

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.

In fiscal year 2018-2019, the responsibility for the custodial staff was transferred to School Principals, enabling School Principals to hire the individuals they choose. The Custodial Services Department will continue to manage the program related to supplies and substitutes.

The School Budget Manual for fiscal year 2018-2019 contained a three-page spreadsheet showing the custodial services allocation for each school. These allocations included positions and overhead and were locked into each school's budget detail form. This spreadsheet is attached for your reference.

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 charged for custodial services based on their custodial services assessments.

Utility Allocation

Each school received an allocation for utilities as reflected in the fiscal year 2018-2019 School Budget Manual. This spreadsheet is attached for your reference. 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.

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 - SUMMARY
DISCRETIONARY BUDGET
FISCAL YEAR 2018-2019
REVISED MAY 9, 2018**



COST CENTER NUMBER	SCHOOL/CENTER NAME	POSITION ALLOCATION	OVERHEAD ALLOCATION	TOTAL ALLOCATION
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CENTRALLY BUDGETED SCHOOLS

0031	EDWINS ELEMENTARY SCHOOL	\$ 118,880	\$ 12,600	\$ 131,480
0041	BAKER SCHOOL	307,373	39,853	347,226
0051	BOB SIKES ELEMENTARY SCHOOL	122,099	19,567	141,666
0082	MEIGS MIDDLE SCHOOL	149,006	23,993	172,999
0092	SHOAL RIVER MIDDLE SCHOOL	166,083	26,872	192,955
0121	RUCKEL MIDDLE SCHOOL	217,110	24,965	242,075
0131	DESTIN ELEMENTARY SCHOOL	149,006	22,050	171,056
0151	EDGE ELEMENTARY SCHOOL	126,563	15,202	141,765
0161	EGLIN ELEMENTARY SCHOOL	122,099	18,701	140,800
0201	LAUREL HILL SCHOOL	154,993	19,578	174,571
0211	NICEVILLE HIGH SCHOOL	325,887	48,566	374,453
0222	NORTHWOOD ELEMENTARY SCHOOL	190,203	32,892	223,095
0241	SILVER SANDS SCHOOL	112,167	9,321	121,488
0251	RIVERSIDE ELEMENTARY SCHOOL	141,963	20,964	162,927
0271	PRYOR MIDDLE SCHOOL	132,031	23,280	155,311
0281	WRIGHT ELEMENTARY SCHOOL	139,074	19,985	159,059
0431	SHALIMAR ELEMENTARY SCHOOL	122,099	13,078	135,177
0541	ELLIOTT PT. ELEMENTARY SCHOOL	122,099	14,463	136,562
0561	MARY ESTHER ELEMENTARY SCHOOL	146,219	13,982	160,201
0571	PLEW ELEMENTARY SCHOOL	146,219	17,871	164,090
0581	CHOCTAW HIGH SCHOOL	327,831	56,133	383,964
0601	CRESTVIEW HIGH SCHOOL	337,763	55,104	392,867
0621	KENWOOD ELEMENTARY SCHOOL	132,031	14,958	146,989
0631	FLOROSA ELEMENTARY SCHOOL	112,167	14,988	127,155
0641	FT. WALTON BEACH HIGH SCHOOL	325,969	54,447	380,416
0651	BRUNER MIDDLE SCHOOL	176,015	30,660	206,675
0671	LEWIS SCHOOL	166,083	22,899	188,982
0681	LONGWOOD ELEMENTARY SCHOOL	125,547	14,177	139,724
0701	OK. TECH. COLLEGE & CHOICE HIGH SCHOOL	59,604	10,014	69,618
0721	OKALOOSA STEMM ACADEMY	53,916	5,436	59,352
0731	WALKER ELEMENTARY SCHOOL	132,031	21,225	153,256
0741	BLUEWATER ELEMENTARY SCHOOL	132,031	19,855	151,886
0751	ANTIOCH ELEMENTARY SCHOOL	168,870	22,803	191,673
0761	DAVIDSON MIDDLE SCHOOL	176,015	28,265	204,280
0771	DESTIN MIDDLE SCHOOL	169,508	19,875	189,383
0801	RICHBOURG SCHOOL	19,864	2,887	22,751
0811	SOUTHSIDE PRIMARY SCHOOL	102,235	5,277	107,512
TOTAL - CENTRALLY BUDGETED SCHOOLS		5,928,653	836,786	6,765,439

CUSTODIAL SERVICES PAID BY PROJECTS:

0701	ADULT ED./WORKFORCE DEVELOPMENT - PROJECT 5110	89,402	15,022	104,424
0791	ECCI - BEST CHANCE NORTH - PROJECT 0011	9,932	2,178	12,110

TOTAL - CENTRALLY BUDGETED SCHOOLS & PROJECTS	\$ 6,027,987	\$ 853,986	\$ 6,881,973
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1. MOVE ALL CENTRALLY BUDGETED SCHOOL FUNDS TO 1010.9890.0997.9006.2011.

**SCHOOL DISTRICT OF OKALOOSA COUNTY
CUSTODIAL SERVICES ALLOCATION - POSITIONS
DISCRETIONARY BUDGET
FISCAL YEAR 2018-2019
REVISED MAY 9, 2018**



CNTR	CENTER NAME	FTE - 7.50 HOUR DAY					FTE - 3.50 HOUR DAY	TOTAL CUSTODIAN & CLEANER FTE	TOTAL POSITION ALLOCATION
		CUSTODIAN LEAD	CUSTODIAN 12-MONTH	CUSTODIAN 10-MONTH	CUSTODIAN 9-MONTH	TOTAL CUSTODIAL	CLEANER		
		\$ 48,319	\$ 43,984	\$ 36,839	\$ 33,221		\$ 9,932		
CENTRALLY BUDGETED SCHOOLS									
0031	EDWINS ELEMENTARY SCHOOL	1.00	1.00	-	0.80	2.80	-	2.80	\$ 118,880
0041	BAKER SCHOOL	1.00	3.00	1.47	1.00	6.47	4.00	10.47	307,373
0051	BOB SIKES ELEMENTARY SCHOOL	1.00	1.00	-	-	2.00	3.00	5.00	122,099
0082	MEIGS MIDDLE SCHOOL	1.00	1.00	1.00	-	3.00	2.00	5.00	149,006
0092	SHOAL RIVER MIDDLE SCHOOL	1.00	2.00	-	-	3.00	3.00	6.00	166,083
0121	RUCKEL MIDDLE SCHOOL	1.00	3.00	1.00	-	5.00	-	5.00	217,110
0131	DESTIN ELEMENTARY SCHOOL	1.00	1.00	1.00	-	3.00	2.00	5.00	149,006
0151	EDGE ELEMENTARY SCHOOL	1.00	1.00	0.93	-	2.93	-	2.93	126,563
0161	EGLIN ELEMENTARY SCHOOL	1.00	1.00	-	-	2.00	3.00	5.00	122,099
0201	LAUREL HILL SCHOOL	1.00	1.67	-	1.00	3.67	-	3.67	154,993
0211	NICEVILLE HIGH SCHOOL	1.00	4.73	-	-	5.73	7.00	12.73	325,887
0222	NORTHWOOD ELEMENTARY SCHOOL	1.00	3.00	-	-	4.00	1.00	5.00	190,203
0241	SILVER SANDS SCHOOL	1.00	1.00	-	-	2.00	2.00	4.00	112,167
0251	RIVERSIDE ELEMENTARY SCHOOL	1.00	1.00	-	-	2.00	5.00	7.00	141,963
0271	PRYOR MIDDLE SCHOOL	1.00	1.00	-	-	2.00	4.00	6.00	132,031
0281	WRIGHT ELEMENTARY SCHOOL	1.00	1.00	1.00	-	3.00	1.00	4.00	139,074
0431	SHALIMAR ELEMENTARY SCHOOL	1.00	1.00	-	-	2.00	3.00	5.00	122,099
0541	ELLIOTT PT. ELEMENTARY SCHOOL	1.00	1.00	-	-	2.00	3.00	5.00	122,099
0561	MARY ESTHER ELEMENTARY SCHOOL	1.00	2.00	-	-	3.00	1.00	4.00	146,219
0571	PLEW ELEMENTARY SCHOOL	1.00	2.00	-	-	3.00	1.00	4.00	146,219
0581	CHOCTAW HIGH SCHOOL	1.00	5.00	-	-	6.00	6.00	12.00	327,831
0601	CRESTVIEW HIGH SCHOOL	1.00	5.00	-	-	6.00	7.00	13.00	337,763
0621	KENWOOD ELEMENTARY SCHOOL	1.00	1.00	-	-	2.00	4.00	6.00	132,031
0631	FLOROSA ELEMENTARY SCHOOL	1.00	1.00	-	-	2.00	2.00	4.00	112,167
0641	FORT WALTON BEACH HIGH SCHOOL	1.00	4.00	-	0.67	5.67	8.00	13.67	325,969
0651	BRUNER MIDDLE SCHOOL	1.00	2.00	-	-	3.00	4.00	7.00	176,015
0671	LEWIS SCHOOL	1.00	2.00	-	-	3.00	3.00	6.00	166,083
0681	LONGWOOD ELEMENTARY SCHOOL	1.00	1.53	-	-	2.53	1.00	3.53	125,547
0701	OTC & CHOICE HIGH SCHOOL	0.40	0.40	0.40	-	1.20	0.80	2.00	59,604
0721	OKALOOSA STEM ACADEMY	-	1.00	-	-	1.00	1.00	2.00	53,916
0731	WALKER ELEMENTARY SCHOOL	1.00	1.00	-	-	2.00	4.00	6.00	132,031
0741	BLUEWATER ELEMENTARY SCHOOL	1.00	1.00	-	-	2.00	4.00	6.00	132,031
0751	ANTIOCH ELEMENTARY SCHOOL	1.00	1.00	1.00	-	3.00	4.00	7.00	168,870
0761	DAVIDSON MIDDLE SCHOOL	1.00	2.00	-	-	3.00	4.00	7.00	176,015
0771	DESTIN MIDDLE SCHOOL	1.00	2.00	-	1.00	4.00	-	4.00	169,508
0801	RICHBOURG SCHOOL	-	-	-	-	-	2.00	2.00	19,864
0811	SOUTHSIDE PRIMARY SCHOOL	1.00	1.00	-	-	2.00	1.00	3.00	102,235
SUB-TOTAL - CENTRALLY BUDGETED SCHOOLS		34.40	64.33	7.80	4.47	111.00	100.80	211.80	5,928,653
CUSTODIAL POSITIONS FUNDED THROUGH PROJECTS:									
0701	ADULT ED/WORKFORCE - PROJECT 5110	0.60	0.60	0.60	-	1.80	1.20	3.00	89,402
0791	ECCI - BEST CHANCE NORTH - PROJECT 0011	-	-	-	-	-	1.00	1.00	9,932
SUB-TOTAL - CUSTODIAL SERVICES PAID BY PROJECTS		0.60	0.60	0.60	-	1.80	2.20	4.00	99,334
TOTAL - CUSTODIAL SERVICES POSITIONS		35.00	64.93	8.40	4.47	112.80	103.00	215.80	\$ 6,027,987
		\$ 1,691,165	\$ 2,855,881	\$ 309,448	\$ 148,498	\$ -	\$ 1,022,996		

NOTES:

1. CUSTODIAL POSITIONS FOR OK. TECH. COLLEGE & CHOICE HIGH SCHOOL ARE SPLIT 40% DISCRETIONARY AND 60% WORKFORCE DEVELOPMENT.
2. POSITIONS LISTED UNDER 0701 CENTRALLY BUDGETED SCHOOLS ARE SHARED BY ADULT ED/WORKFORCE DEVELOPMENT.

**SCHOOL DISTRICT OF OKALOOSA COUNTY
CUSTODIAL SERVICES ALLOCATION - OVERHEAD
DISCRETIONARY BUDGET
FISCAL YEAR 2018-2019
REVISED MAY 9, 2018**



COST CENTER NUMBER	SCHOOL/CENTER NAME	CUSTODIAL SERVICES SQUARE FOOTAGE	CUSTODIAL SERVICE ALLOCATION \$
			0.24

CENTRALLY BUDGETED SCHOOLS

0031	EDWINS ELEMENTARY SCHOOL	53,427	\$ 12,600
0041	BAKER SCHOOL	168,993	39,853
0051	BOB SIKES ELEMENTARY SCHOOL	82,973	19,567
0082	MEIGS MIDDLE SCHOOL	101,740	23,993
0092	SHOAL RIVER MIDDLE SCHOOL	113,948	26,872
0121	RUCKEL MIDDLE SCHOOL	105,861	24,965
0131	DESTIN ELEMENTARY SCHOOL	93,501	22,050
0151	EDGE ELEMENTARY SCHOOL	64,464	15,202
0161	EGLIN ELEMENTARY SCHOOL	79,301	18,701
0201	LAUREL HILL SCHOOL	83,019	19,578
0211	NICEVILLE HIGH SCHOOL	205,938	48,566
0222	NORTHWOOD ELEMENTARY SCHOOL	139,475	32,892
0241	SILVER SANDS SCHOOL	39,526	9,321
0251	RIVERSIDE ELEMENTARY SCHOOL	88,896	20,964
0271	PRYOR MIDDLE SCHOOL	98,717	23,280
0281	WRIGHT ELEMENTARY SCHOOL	84,744	19,985
0431	SHALIMAR ELEMENTARY SCHOOL	55,455	13,078
0541	ELLIOTT PT. ELEMENTARY SCHOOL	61,329	14,463
0561	MARY ESTHER ELEMENTARY SCHOOL	59,288	13,982
0571	PLEW ELEMENTARY SCHOOL	75,779	17,871
0581	CHOCTAW HIGH SCHOOL	238,028	56,133
0601	CRESTVIEW HIGH SCHOOL	233,665	55,104
0621	KENWOOD ELEMENTARY SCHOOL	63,430	14,958
0631	FLOROSA ELEMENTARY SCHOOL	63,556	14,988
0641	FT. WALTON BEACH HIGH SCHOOL	230,876	54,447
0651	BRUNER MIDDLE SCHOOL	130,009	30,660
0671	LEWIS SCHOOL	97,102	22,899
0681	LONGWOOD ELEMENTARY SCHOOL	60,118	14,177
0701	OK. TECH. COLLEGE & CHOICE HIGH SCHOOL	42,465	10,014
0721	OKALOOSA STEM ACADEMY	23,050	5,436
0731	WALKER ELEMENTARY SCHOOL	90,001	21,225
0741	BLUEWATER ELEMENTARY SCHOOL	84,195	19,855
0751	ANTIOCH ELEMENTARY SCHOOL	96,693	22,803
0761	DAVIDSON MIDDLE SCHOOL	119,857	28,265
0771	DESTIN MIDDLE SCHOOL	84,278	19,875
0801	RICHBOURG SCHOOL	12,241	2,887
0811	SOUTHSIDE PRIMARY SCHOOL	22,379	5,277
TOTAL - CENTRALLY BUDGETED SCHOOLS		3,548,317	\$ 836,786

CUSTODIAL SERVICES TO BE PAID BY PROJECTS:

0701	ADULT ED./WORKFORCE DEVELOPMENT - PROJECT 5110	63,698	15,022
0791	ECCI - BEST CHANCE NORTH - PROJECT 0011	9,235	2,178

TOTAL - CENTRALLY BUDGETED SCHOOLS & PROJECTS		3,621,250	\$ 853,986
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NOTES:

- CUSTODIAL OVERHEAD COSTS 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 2018-2019
AS OF APRIL 2017**

C-1

COST CENTER NUMBER	SCHOOL/CENTER NAME	TOTAL CONDITIONED SQ. FT.	TOTAL UTILITY ALLOCATION
			\$ 8,319,000
0031	EDWINS ELEMENTARY SCHOOL	36,594	\$ 88,244
0041	BAKER SCHOOL	158,910	383,202
0051	BOB SIKES ELEMENTARY SCHOOL	60,289	145,383
0082	MEIGS MIDDLE SCHOOL	79,327	191,292
0092	SHOAL RIVER MIDDLE SCHOOL	130,261	314,117
0121	RUCKEL MIDDLE SCHOOL	92,041	221,951
0131	DESTIN ELEMENTARY SCHOOL	77,121	185,973
0151	EDGE ELEMENTARY SCHOOL	62,223	150,047
0161	EGLIN ELEMENTARY SCHOOL	61,496	148,294
0201	LAUREL HILL SCHOOL	78,137	188,423
0211	NICEVILLE HIGH SCHOOL	214,429	517,083
0222	NORTHWOOD ELEMENTARY SCHOOL	87,181	210,232
0241	SILVER SANDS SCHOOL	41,040	98,966
0251	RIVERSIDE ELEMENTARY SCHOOL	99,194	239,200
0271	PRYOR MIDDLE SCHOOL	82,199	198,218
0281	WRIGHT ELEMENTARY SCHOOL	66,780	161,036
0431	SHALIMAR ELEMENTARY SCHOOL	58,342	140,688
0541	ELLIOTT PT. ELEMENTARY SCHOOL	67,049	161,685
0561	MARY ESTHER ELEMENTARY SCHOOL	53,314	128,564
0571	PLEW ELEMENTARY SCHOOL	58,798	141,788
0581	CHOCTAW HIGH SCHOOL	249,409	601,435
0601	CRESTVIEW HIGH SCHOOL	251,237	605,843
0621	KENWOOD ELEMENTARY SCHOOL	56,031	135,115
0631	FLOROSA ELEMENTARY SCHOOL	64,579	155,728
0641	FT. WALTON BEACH HIGH SCHOOL	220,055	530,650
0651	BRUNER MIDDLE SCHOOL	132,599	319,755
0671	LEWIS SCHOOL	100,606	242,605
0681	LONGWOOD ELEMENTARY SCHOOL	74,152	178,813
0701	OK. TECH. COLLEGE & CHOICE HIGH SCHOOL (@ 40%)	103,802	250,312
0721	OKALOOSA STEMM ACADEMY	23,050	55,584
0731	WALKER ELEMENTARY SCHOOL	91,101	219,685
0741	BLUEWATER ELEMENTARY SCHOOL	85,575	206,359
0751	ANTIOCH ELEMENTARY SCHOOL	107,364	258,902
0761	DAVIDSON MIDDLE SCHOOL	126,114	304,116
0771	DESTIN MIDDLE SCHOOL	78,160	188,478
0801	RICHBOURG SCHOOL	13,196	31,821
0811	SOUTHSIDE PRIMARY SCHOOL	8,050	19,413
TOTAL		3,449,805	\$ 8,319,000

NOTE:

TOTAL CONDITIONED SQUARE FOOTAGE AS OF JANUARY 18, 2012.