



SCHOOL DISTRICT OF OKALOOSA COUNTY

TECHNICAL ASSISTANCE MEMORANDUM

FINANCE

FINANCE TAM: 2024-023
CONTACT: Lynda Bush, Director - Budgeting
TELEPHONE: 833-5830

TO: All School Principals
FROM: Julie Perry, Chief Financial Officer *Julie A. Perry*
DATE: February 5, 2024
SUBJECT: Mid-Year Adjustment for Increases/(Decreases) in Unweighted FTE

The Finance Department has received the FTE numbers for the October 2023 Survey. Each school's estimated actual Unweighted FTE has been calculated based on the actual October 2023 Unweighted FTE PLUS the estimated February 2024 Unweighted FTE. The February 2024 Unweighted FTE was estimated using DOE's February FTE factors. The mid-year budget adjustment is explained in the following sections.

Overhead Allocation

Per the School Budget Manual, the overhead allocation consists of the following categories:

- Utilities Allocation – A flat amount for total utilities was spread based on conditioned square footage; therefore, no adjustment is required.
- Flexible Overhead Allocation – Schools received an allocation of \$50.00 per unweighted FTE. Schools with projected increases in UFTE will receive a corresponding budget increase. Schools with projected decreases in UFTE will be held harmless.

The attached spreadsheet, "Discretionary Overhead Allocation Mid-Year Increase Based on Actual October and Projected February Unweighted FTE" is explained below:

- Column A – This is the estimated actual Unweighted FTE based on the October 2023 actual FTE PLUS the estimated February 2024 FTE using DOE's February FTE factors.
- Column B – The adjusted projected Unweighted FTE per the School Budget Manual is shown in this column.
- Column C – School increases and (decreases) are listed in this column.
- Column D – Any school that had an increase in Unweighted FTE is listed in this column.
- Column E – The Unweighted FTE increase shown in Column D is decreased by 50% as February is only an estimate.
- Column F – The mid-year Flexible Overhead Allocation increase is calculated by multiplying Column E by \$50.00.
- Column H – This is the total mid-year overhead allocation increase. Schools that had decreases in Unweighted FTE were held harmless. Budget allocations were made to 1010.9890.0987.Center.

Enrollment

Each school's updated enrollment sheet showing a comparison between the 'estimated actual UFTE and WFTE' and the 'adjusted projected Final Conference UFTE and WFTE' may be found on the Finance website. Go to the Finance homepage, choose 'Budget Publications' under 'Quick Links,' and choose 'Enrollment – October FTE – Oct. 23' under 'Supplementary School Information.'

The District will make another adjustment after it receives the 4th FEFP Calculation in April 2024. This adjustment will reflect the actual February 2024 FTE for your school and will be the final adjustment for the fiscal year.

Should you have any questions or need additional information regarding the calculation or budget issues, please do not hesitate to contact me at 833-5850. If you have questions in regard to position changes, Paula Sadler (833-5833) will be happy to provide assistance for south and central schools, and Suzie Gander (833-5854) will be happy to provide assistance for north schools.

cc: Superintendent
Executive Staff Members

Attachments

SCHOOL DISTRICT OF OKALOOSA COUNTY
DISCRETIONARY OVERHEAD ALLOCATION MID-YEAR INCREASE
BASED ON ACTUAL OCTOBER & PROJECTED FEBRUARY UNWEIGHTED FTE
FISCAL YEAR 2023-2024
JANUARY 29, 2024

COST CENTER	SCHOOL/CENTER NAME	A	B	C	D	E	F	G
		ESTIMATED ACTUAL TOTAL UFTE BASED ON OCTOBER	ADJUSTED PROJECTED UFTE PER SCHOOL BUDGET MANUAL	INCREASE/ (DECREASE) IN UFTE	100% OF INCREASES IN UFTE	50% OF INCREASES IN UFTE	FLEXIBLE OVERHEAD ALLOCATION FOR 50% INCREASES IN UFTE	TOTAL MID-YEAR OVERHEAD ALLOCATION INCREASE
				(A - B)	(> 0)	(D x 50%)	\$ 50.00	(F)
0031	EDWINS ELEMENTARY	447.95	434.00	13.95	13.95	6.98	\$ 349	\$ 349
0041	BAKER SCHOOL	1,417.01	1,418.00	(0.99)	-	-	-	-
0051	BOB SIKES ELEMENTARY	803.33	820.00	(16.67)	-	-	-	-
0082	MEIGS MIDDLE	544.91	545.00	(0.09)	-	-	-	-
0092	SHOAL RIVER MIDDLE	892.30	935.00	(42.70)	-	-	-	-
0121	RUCKEL MIDDLE	1,046.79	1,054.00	(7.21)	-	-	-	-
0131	DESTIN ELEMENTARY	932.67	1,007.00	(74.33)	-	-	-	-
0151	EDGE ELEMENTARY	546.52	534.00	12.52	12.52	6.26	313	313
0161	EGLIN ELEMENTARY	428.71	459.00	(30.29)	-	-	-	-
0201	LAUREL HILL SCHOOL	452.48	437.00	15.48	15.48	7.74	387	387
0211	NICEVILLE HIGH	1,723.72	1,826.00	(102.28)	-	-	-	-
0222	NORTHWOOD ELEMENTARY	823.21	775.00	48.21	48.21	24.11	1,206	1,206
0241	SILVER SANDS	103.44	111.00	(7.56)	-	-	-	-
0251	RIVERSIDE ELEMENTARY	981.72	945.00	36.72	36.72	18.36	918	918
0271	PRYOR MIDDLE	674.63	675.00	(0.37)	-	-	-	-
0281	WRIGHT ELEMENTARY	592.79	632.00	(39.21)	-	-	-	-
0431	SHALIMAR ELEMENTARY	585.09	617.00	(31.91)	-	-	-	-
0541	ELLIOTT PT. ELEMENTARY	599.04	593.00	6.04	6.04	3.02	151	151
0561	MARY ESTHER ELEMENTARY	434.51	423.00	11.51	11.51	5.76	288	288
0571	PLEW ELEMENTARY	820.63	819.00	1.63	1.63	0.82	41	41
0581	CHOCTAWHATCHEE HIGH	1,592.25	1,560.00	32.25	32.25	16.13	807	807
0601	CRESTVIEW HIGH	2,239.13	2,201.00	38.13	38.13	19.06	953	953
0621	KENWOOD ELEMENTARY	525.07	519.00	6.07	6.07	3.03	152	152
0631	FLOROSA ELEMENTARY	531.71	512.00	19.71	19.71	9.86	493	493
0641	FT. WALTON BEACH HIGH	1,410.28	1,339.10	71.18	71.18	35.59	1,780	1,780
0651	BRUNER MIDDLE	736.73	743.00	(6.27)	-	-	-	-
0671	LEWIS SCHOOL	679.71	663.00	16.71	16.71	8.36	418	418
0681	LONGWOOD ELEMENTARY	566.74	525.00	41.74	41.74	20.87	1,044	1,044
0701	OKALOOSA TECHNICAL COLLEGE	37.74	37.00	0.74	0.74	0.37	19	19
0721	OKALOOSA STEMM ACADEMY	340.31	367.00	(26.69)	-	-	-	-
0731	WALKER ELEMENTARY	839.52	858.00	(18.48)	-	-	-	-
0741	BLUEWATER ELEMENTARY	914.90	912.00	2.90	2.90	1.45	73	73
0751	ANTIOCH ELEMENTARY	969.71	1,009.00	(39.29)	-	-	-	-
0761	DAVIDSON MIDDLE	1,151.91	1,221.00	(69.09)	-	-	-	-
0771	DESTIN MIDDLE	847.37	860.00	(12.63)	-	-	-	-
0801	RICHBOURG SCHOOL	66.99	82.64	(15.65)	-	-	-	-
0811	SOUTHSIDE PRIMARY	226.07	212.00	14.07	14.07	7.04	352	352
	DISTRICT SCHOOLS	28,527.59	28,679.74	(152.15)	389.56	194.81	\$ 9,744	\$ 9,744

Notes:

1. FTE information provided by Information Systems on January 25, 2024.
2. February FTE projected using February 2024 factors.