

The Division of Financial Services has primary staff responsibility for all aspects of financial management and procurement for the School System. Finance staff members are responsible for planning, organizing, coordinating, directing, and controlling of the accounting, budgeting, financial management, investment and procurement. The mission of the Division of Finance is to ensure financial stability through proper and prudent management of the fiscal resources of the school system. This mission is accomplished through maximizing revenues from all sources, monitoring expenditures, investing prudently, obtaining the highest quality goods and services at economical prices, and serving both our internal and external customers in a timely and efficient manner.

Financial Services Goals and Objectives

Goal - Improve the district's financial accountability in order to support the district's goals.

Objectives

- Continue to receive Government Finance Officers Association (GFOA) and the (ASBO) award on Budget.
- Continue to receive Association of School Business Officials (ASBO) International and GFOA awards on Comprehensive Annual Financial Report (CAFR).
- Continue to receive the Meritorious Budget Award from the Association of School Business Officials(ASBO)

Goal - Improve the communication of the district's financial accountability to internal and external parties.

Objectives

- Post Fiscal Year 2014 CAFR to district web site.
- Post quarterly financial reports to district web site within 10 days of submittal to school board.

Goal - Improve documentation of financial processes (policies, procedures, operating processes, instruction manuals, etc.) to enhance continuity of well-defined processes.

Objectives

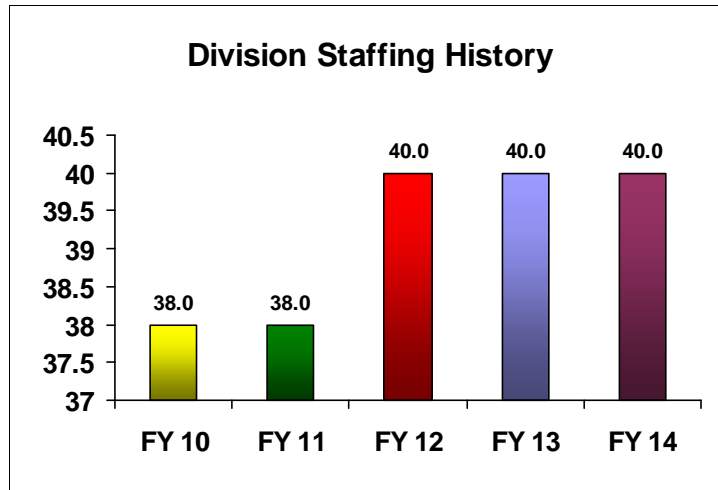
- Complete review and update of all Board policies assigned to Finance.
- Update Student Activity Fund Accounting Handbook.

Goal - Support district efforts to obtain funding to replace and/or improve facilities.

Objective

- Prepare appropriate financial documentation needed for district's efforts to obtain funding for facilities.

		FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Modified Budget	FY 2014 Adopted Budget	%Change FY 2013 to FY 2014
OPERATING EXPENDITURES							
10	Base Salary	1,840,808	1,871,495	1,885,960	2,038,213	2,085,762	2.3%
11	Other Salary	6,381	8,616	127,056	46,706	14,206	-69.6%
Total Salaries		\$1,847,189	\$1,880,111	\$2,013,016	\$2,084,919	\$2,099,968	0.7%
20	Fringe Benefits	378,781	409,956	446,403	611,028	716,551	17.3%
Total Benefits		\$378,781	\$409,956	\$446,403	\$611,028	\$716,551	17.3%
30	Purchased Services	86,502	87,015	89,146	92,715	84,790	-8.5%
31	Utilities	9,892	13,035	13,165	16,563	16,328	-1.4%
40	Supplies	23,668	26,439	25,158	42,456	41,629	-1.9%
41	Books	2,013	2,659	843	2,700	2,700	0.0%
50	Equipment	958	1,053	3,848	17,788	26,188	47.2%
Total Other Operating Expenses		\$123,034	\$130,201	\$132,160	\$172,222	\$171,635	-0.3%
TOTAL BUDGET		\$2,349,003	\$2,420,268	\$2,591,579	\$2,868,169	\$2,988,154	4.2%



		FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Modified Budget	FY 2014 Adopted Budget	%Change FY 2013 to FY 2014
Accounting							
10	Base Salary	391,790	361,337	395,778	446,582	464,014	3.9%
11	Other Salary	98	0	12,948	347	347	0.0%
Total Salaries		\$391,888	\$361,337	\$408,726	\$446,929	\$464,361	3.9%
20	Fringe Benefits	82,171	81,614	96,886	133,514	158,489	18.7%
Total Benefits		\$82,171	\$81,614	\$96,886	\$133,514	\$158,489	18.7%
30	Purchased Services	8,601	16,770	16,055	9,779	9,779	0.0%
31	Utilities	228	257	2,311	1,755	2,300	31.1%
40	Supplies	4,070	5,356	5,911	9,600	9,600	0.0%
50	Equipment	0	0	749	5,125	5,125	0.0%
Total Other Operating Expens		\$12,899	\$22,383	\$25,027	\$26,259	\$26,804	2.1%
TOTAL BUDGET		\$486,958	\$465,334	\$530,638	\$606,702	\$649,654	7.1%

Accounts Payable							
30	Purchased Services	0	600	600	600	600	0.0%
Total Other Operating Expens		\$0	\$600	\$600	\$600	\$600	0.0%
TOTAL BUDGET		\$0	\$600	\$600	\$600	\$600	0.0%

Budgeting Services							
10	Base Salary	302,836	320,250	319,770	319,710	324,473	1.5%
Total Salaries		\$302,836	\$320,250	\$319,770	\$319,710	\$324,473	1.5%
20	Fringe Benefits	60,726	67,302	71,922	95,562	110,809	16.0%
Total Benefits		\$60,726	\$67,302	\$71,922	\$95,562	\$110,809	16.0%
30	Purchased Services	13,858	9,835	13,160	16,473	16,800	2.0%
31	Utilities	0	278	-121	2,897	2,897	0.0%
40	Supplies	7,000	4,813	6,578	5,116	3,789	-25.9%
50	Equipment	0	0	1,280	1,527	1,527	0.0%
Total Other Operating Expens		\$20,858	\$14,925	\$20,898	\$26,013	\$25,013	-3.8%
TOTAL BUDGET		\$384,420	\$402,477	\$412,590	\$441,285	\$460,295	4.3%

Chief Financial Officer							
10	Base Salary	252,298	258,984	259,924	259,923	270,009	3.9%
11	Other Salary	0	0	20	1,591	1,591	0.0%
Total Salaries		\$252,298	\$258,984	\$259,944	\$261,514	\$271,600	3.9%
20	Fringe Benefits	48,921	52,821	56,610	76,045	95,506	25.6%
Total Benefits		\$48,921	\$52,821	\$56,610	\$76,045	\$95,506	25.6%
30	Purchased Services	4,759	6,639	5,088	8,950	8,950	0.0%
40	Supplies	222	484	860	4,038	4,038	0.0%
41	Books	2,013	2,659	843	2,700	2,700	0.0%
50	Equipment	0	0	1,819	6,855	15,255	122.5%
Total Other Operating Expens		\$6,995	\$9,782	\$8,611	\$22,543	\$30,943	37.3%
TOTAL BUDGET		\$308,214	\$321,587	\$325,165	\$360,102	\$398,049	10.5%

		FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Modified Budget	FY 2014 Adopted Budget	%Change FY 2013 to FY 2014
Disbursements							
10	Base Salary	558,053	588,714	574,784	602,300	622,977	3.4%
11	Other Salary	6,254	8,525	78,273	43,817	11,317	-74.2%
Total Salaries		\$564,308	\$597,239	\$653,056	\$646,117	\$634,294	-1.8%
20	Fringe Benefits	117,177	133,453	143,567	183,376	213,614	16.5%
Total Benefits		\$117,177	\$133,453	\$143,567	\$183,376	\$213,614	16.5%
30	Purchased Services	34,596	31,588	32,005	32,280	32,280	0.0%
31	Utilities	2,330	1,924	1,489	9,429	1,616	-82.9%
40	Supplies	8,880	14,123	9,412	14,597	14,597	0.0%
50	Equipment	958	1,053	0	1,668	1,668	0.0%
Total Other Operating Expens		\$46,765	\$48,689	\$42,906	\$57,974	\$50,161	-13.5%
TOTAL BUDGET		\$728,249	\$779,381	\$839,529	\$887,467	\$898,069	1.2%

Purchasing							
10	Base Salary	335,830	342,210	335,705	409,698	404,289	-1.3%
11	Other Salary	28	91	35,815	951	951	0.0%
Total Salaries		\$335,858	\$342,301	\$371,519	\$410,649	\$405,240	-1.3%
20	Fringe Benefits	69,787	74,767	77,419	122,531	138,133	12.7%
Total Benefits		\$69,787	\$74,767	\$77,419	\$122,531	\$138,133	12.7%
30	Purchased Services	24,688	21,582	22,237	24,633	16,381	-33.5%
31	Utilities	7,334	10,576	9,485	2,482	9,515	283.4%
40	Supplies	3,496	1,664	2,396	9,105	9,605	5.5%
50	Equipment	0	0	0	2,613	2,613	0.0%
Total Other Operating Expens		\$35,518	\$33,822	\$34,119	\$38,833	\$38,114	-1.9%
TOTAL BUDGET		\$441,163	\$450,890	\$483,058	\$572,013	\$581,487	1.7%

Position Summary

<i>Position Title</i>	<i>FY 2013</i>	<i>FY 2014</i>	<i>Difference</i>
ACCOUNTING TECHNICIAN	3.0	3.0	0.0
ADMINISTRATIVE SECRETARY	1.0	1.0	0.0
BUDGET ANALYST	2.0	2.0	0.0
BUYER-PURCHASING	3.0	3.0	0.0
CHIEF FINANCIAL OFFICER	1.0	1.0	0.0
CLERK I	1.0	1.0	0.0
CONTROLLER	1.0	1.0	0.0
COORD-A6-BUSINESS AND FINANCE	1.0	1.0	0.0
DIR-FINANCE AND BUSINESS	3.0	3.0	0.0
EXECUTIVE SECRETARY-FINANCE	1.0	1.0	0.0
LEAD BUYER-PURCHASING	3.0	3.0	0.0
POSITION CONTROL COORDINATOR	1.0	1.0	0.0
PURCHASING SPECIALIST	1.0	1.0	0.0
SENIOR BUDGET ANALYST	1.0	1.0	0.0
SENIOR CLERK-DISBURSEMENTS	11.0	11.0	0.0
SR ACCOUNTANT-FINANCE	5.0	5.0	0.0
STAFF ACCOUNTANT	1.0	1.0	0.0

<i>Division Total</i>	40.0	40.0	0.0
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