

Financial Services



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 2013 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.

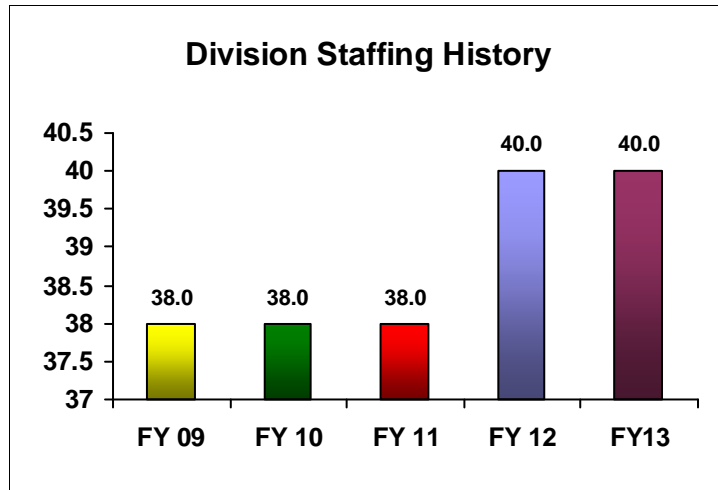
Goal - Support district efforts to obtain funding to replace and/or improve facilities.

Objective

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

Financial Services

		FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Modified Budget	FY 2013 Adopted Budget	%Change FY 2012 to FY 2013
OPERATING EXPENDITURES							
10	Base Salary	1,868,046	1,840,808	1,871,495	2,039,030	2,038,213	0.0%
11	Other Salary	55,520	6,381	8,616	14,206	14,206	0.0%
Total Salaries		\$1,923,566	\$1,847,189	\$1,880,111	\$2,053,236	\$2,052,419	0.0%
20	Fringe Benefits	376,212	378,781	409,956	611,936	618,180	1.0%
Total Benefits		\$376,212	\$378,781	\$409,956	\$611,936	\$618,180	1.0%
30	Purchased Services	87,359	86,502	87,015	80,392	80,392	0.0%
31	Utilities	12,257	9,892	13,035	16,563	16,563	0.0%
40	Supplies	32,594	23,668	26,439	44,879	44,879	0.0%
41	Books	2,102	2,013	2,659	2,700	2,700	0.0%
50	Equipment	22,088	958	1,053	23,688	23,688	0.0%
Total Other Operating Expenses		\$156,401	\$123,034	\$130,201	\$168,222	\$168,222	0.0%
TOTAL BUDGET		\$2,456,179	\$2,349,003	\$2,420,268	\$2,833,394	\$2,838,821	0.2%



		FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Modified Budget	FY 2013 Adopted Budget	%Change FY 2012 to FY 2013
Accounting							
10	Base Salary	353,286	391,790	361,337	428,312	446,582	4.3%
11	Other Salary	176	98	0	347	347	0.0%
Total Salaries		\$353,462	\$391,888	\$361,337	\$428,659	\$446,929	4.3%
20	Fringe Benefits	71,826	82,171	81,614	126,550	133,514	5.5%
Total Benefits		\$71,826	\$82,171	\$81,614	\$126,550	\$133,514	5.5%
30	Purchased Services	3,493	8,601	16,770	9,779	9,779	0.0%
31	Utilities	83	228	257	1,755	1,755	0.0%
40	Supplies	8,689	4,070	5,356	12,100	12,100	0.0%
50	Equipment	3,372	0	0	2,625	2,625	0.0%
Total Other Operating Expens		\$15,638	\$12,899	\$22,383	\$26,259	\$26,259	0.0%
TOTAL BUDGET		\$440,925	\$486,958	\$465,334	\$581,468	\$606,702	4.3%

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

Budgeting Services							
10	Base Salary	319,710	302,836	320,250	319,710	319,710	0.0%
Total Salaries		\$319,710	\$302,836	\$320,250	\$319,710	\$319,710	0.0%
20	Fringe Benefits	62,360	60,726	67,302	94,443	95,562	1.2%
Total Benefits		\$62,360	\$60,726	\$67,302	\$94,443	\$95,562	1.2%
30	Purchased Services	11,856	13,858	9,835	13,800	13,800	0.0%
31	Utilities	-227	0	278	2,897	2,897	0.0%
40	Supplies	4,572	7,000	4,813	3,789	3,789	0.0%
50	Equipment	0	0	0	1,527	1,527	0.0%
Total Other Operating Expens		\$16,201	\$20,858	\$14,925	\$22,013	\$22,013	0.0%
TOTAL BUDGET		\$398,271	\$384,420	\$402,477	\$436,166	\$437,285	0.3%

Chief Financial Officer							
10	Base Salary	258,984	252,298	258,984	259,923	259,923	0.0%
11	Other Salary	0	0	0	1,591	1,591	0.0%
Total Salaries		\$258,984	\$252,298	\$258,984	\$261,514	\$261,514	0.0%
20	Fringe Benefits	48,587	48,921	52,821	85,425	85,683	0.3%
Total Benefits		\$48,587	\$48,921	\$52,821	\$85,425	\$85,683	0.3%
30	Purchased Services	3,288	4,759	6,639	8,200	8,200	0.0%
40	Supplies	1,341	222	484	4,788	4,788	0.0%
41	Books	2,102	2,013	2,659	2,700	2,700	0.0%
50	Equipment	4,547	0	0	15,255	15,255	0.0%
Total Other Operating Expens		\$11,278	\$6,995	\$9,782	\$30,943	\$30,943	0.0%
TOTAL BUDGET		\$318,849	\$308,214	\$321,587	\$377,882	\$378,140	0.1%

		FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Modified Budget	FY 2013 Adopted Budget	%Change FY 2012 to FY 2013
Disbursements							
10	Base Salary	564,496	558,053	588,714	618,440	602,300	-2.6%
11	Other Salary	30,270	6,254	8,525	11,317	11,317	0.0%
Total Salaries		\$594,766	\$564,308	\$597,239	\$629,757	\$613,617	-2.6%
20	Fringe Benefits	120,020	117,177	133,453	183,553	180,890	-1.5%
Total Benefits		\$120,020	\$117,177	\$133,453	\$183,553	\$180,890	-1.5%
30	Purchased Services	36,756	34,596	31,588	32,280	32,280	0.0%
31	Utilities	1,350	2,330	1,924	9,429	9,429	0.0%
40	Supplies	12,435	8,880	14,123	14,597	14,597	0.0%
50	Equipment	15,141	958	1,053	1,668	1,668	0.0%
Total Other Operating Expens		\$65,682	\$46,765	\$48,689	\$57,974	\$57,974	0.0%
TOTAL BUDGET		\$780,468	\$728,249	\$779,381	\$871,284	\$852,481	-2.2%

		FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Modified Budget	FY 2013 Adopted Budget	%Change FY 2012 to FY 2013
Purchasing							
10	Base Salary	371,571	335,830	342,210	412,645	409,698	-0.7%
11	Other Salary	25,074	28	91	951	951	0.0%
Total Salaries		\$396,645	\$335,858	\$342,301	\$413,596	\$410,649	-0.7%
20	Fringe Benefits	73,419	69,787	74,767	121,965	122,531	0.5%
Total Benefits		\$73,419	\$69,787	\$74,767	\$121,965	\$122,531	0.5%
30	Purchased Services	31,966	24,688	21,582	15,733	15,733	0.0%
31	Utilities	11,052	7,334	10,576	2,482	2,482	0.0%
40	Supplies	5,557	3,496	1,664	9,605	9,605	0.0%
50	Equipment	-972	0	0	2,613	2,613	0.0%
Total Other Operating Expens		\$47,603	\$35,518	\$33,822	\$30,433	\$30,433	0.0%
TOTAL BUDGET		\$517,667	\$441,163	\$450,890	\$565,994	\$563,613	-0.4%

Position Summary

<i>Position Title</i>	<i>FY 2012</i>	<i>FY 2013</i>	
		0.0	
ACCOUNTING TECHNICIAN	3.0	3.0	
ADMINISTRATIVE SECRETARY	1.0	1.0	
BUDGET ANALYST	2.0	2.0	
BUYER-PURCHASING	3.0	3.0	
CHIEF FINANCIAL OFFICER	1.0	1.0	
CLERK I	1.0	1.0	
CONTROLLER	1.0	1.0	
COORD-A6-BUSINESS/FINANCE	1.0	1.0	
COORD-FINANCE/BUSINESS	1.0	1.0	
DIRECTOR-FINANCE/BUSINESS	3.0	3.0	
EXECUTIVE SECRETARY-FINANCE	1.0	1.0	
LEAD BUYER-PURCHASING	3.0	3.0	
PURCHASING SPECIALIST	1.0	1.0	
SENIOR BUDGET ANALYST	1.0	1.0	
SENIOR CLERK - CTAE (2012)		1.0	
SENIOR CLERK-DISBURSEMENTS	11.0	10.0	
SR COORD-FINANCE/BUSINESS	5.0	5.0	
STAFF ACCOUNTANT	1.0	1.0	
			<i>Difference</i>
<i>Division Total</i>	40.0	40.0	0.0