

1400 Administrative Support (Finance, Business, Personnel) Salaries, professional, clerical, support staff, Supplies and materials, Dues and subscriptions, Legal services, Travel expenses for staff

1410 Business and Finance Salaries and expenses for Business and Finance office

Professional Salaries (01) Contracted Services (04)
 Clerical Salaries (02) Supplies and Materials (05)
 Other Salaries (03) Other Expenses (06)

ORGANIZATION/PROGRAM DESCRIPTION

Finance and Operations is a broad and diverse program area of the School Department. The functions of the department include: the Finance Office, Business Office, Transportation and Food Service. The major obligations of the department include:

- Support the educational mission of the organization.
- Insure all laws, policies and procedures are followed and proper signature authority exists and stand up to audit.
- Give assistance and support to district employees, general public, and others on the financial and regulatory components of the school department
- Negotiate and comply with all statutory and regulatory requirements for the financial and business operations of the school department.
- Educate and train district employees with all aspects of the Finance and Business operation to allow them to work as efficiently and effectively as possible
- Develop, maintain, and enforce workable policies and procedures in all aspects of the Finance and Business operation to allow them to work as efficiently and effectively as possible

STAFFING SUMMARY:

Line No	DESE Func	JOB_DESC	Operating				Revolving				Total Sum of FY11 FTE Budget	Total Sum of FY12 FTE	Total Sum of FTE Change	Total Sum of FY12 Budget	
			FY11 FTE Budget	FY12 FTE	FTE Change	FY12 Budget	FY11 FTE Budget	FY12 FTE	FTE Change	FY12 Budget					
4	1410 AP CLERK		1.96	1.96	0.00							1.96	1.96	0.00	
	PAYROLL CLERK		2.00	0.50	(1.50)							2.00	0.50	(1.50)	
	SECRETARY		0.51	1.00	0.49							0.51	1.00	0.49	
5	1410 ASST BUSINESS OFFICE		1.00	1.00	0.00							1.00	1.00	0.00	
	PAYROLL SUPV		0.00	1.00	1.00							0.00	1.00	1.00	
	SC FINANCE MGR		1.00	1.00	0.00							1.00	1.00	0.00	
	SPEC REV FUND MGR		1.00	1.00	0.00							1.00	1.00	0.00	
	2330 PRINT SHOP		1.00	1.00	0.00							1.00	1.00	0.00	
	3300 TRANS COOR		0.75	0.75	0.00		0.25	0.25	0.00			1.00	1.00	0.00	
14	1410 FINANCE		1.00	1.00	0.00							1.00	1.00	0.00	
18.1	2330 PRINT SHOP		2.00		(2.00)							2.00		(2.00)	
Grand Total			12.22	10.21	(2.01)	\$ 639,597	0.25	0.25	0.00	\$ 5,338		12.47	10.46	(2.01)	\$644,935

EXPENSE SUMMARY:

State Func - Seg 7	FY11 Funct	ACCOUNT DESCRIPTION - new	Sum of FY09 YTD EXP/ENC	Sum of FY10 YTD EXPENDED	Sum of FY11 STM Budget	Sum of FY12 ATM Request	Sum of \$ Changed
1410	Business and Finance	AUDIT	\$12,000	\$ 23,369	\$ -	\$ -	\$ -
		INSURANCE	\$0	\$ -	\$ 8,450	\$ 8,450	\$ -
		MEMBERSHIP/DUES/LICENSES & SUB	\$4,033	\$ 1,316	\$ -	\$ -	\$ -
		MILEAGE	\$2,927	\$ 5,194	\$ -	\$ -	\$ -
		OFFICE SUPPLIES	\$5,051	\$ 4,449	\$ -	\$ -	\$ -
		SEMINARS/WORKSHOPS/CONFERENCES	\$980	\$ 8,216	\$ -	\$ -	\$ -
Grand Total			\$24,992	\$ 42,544	\$ 8,450	\$ 8,450	\$ -