

**PROGRAM SUMMARY
ADMINISTRATIVE SERVICES**

Budget By Program Section	2010-11 Actuals	2011-12 Actuals	2012-13 Approved Budget	2013-14 Approved Budget	Over(Under) 2012-13 Approved
Administrative Services Office	326,752	346,515	343,734	354,723	10,989
Accounting Services	1,260,213	1,289,986	1,296,167	1,252,803	(43,364)
Procurement & Warehouse	1,131,782	1,217,215	1,187,173	1,141,190	(45,983)
Business Services	1,746,916	2,158,406	2,089,380	2,082,115	(7,265)
Copying & Printing Services	466,043	410,261	452,199	372,497	(79,702)
Grants Administration	301,474	309,628	315,223	323,337	8,114
Program Total	5,233,180	5,732,011	5,683,876	5,526,665	(157,211)

Budget By Object Code Category	2010-11 Actuals	2011-12 Actuals	2012-13 Approved Budget	2013-14 Approved Budget	Over(Under) 2012-13 Approved
Salaries & Wages	2,282,200	2,341,783	2,311,162	2,209,775	(101,387)
Benefits	1,269,045	1,385,027	1,361,738	1,348,480	(13,258)
Contracted Services	1,555,044	1,921,352	1,900,841	1,867,625	(33,216)
Supplies & Materials	83,696	51,125	88,600	78,900	(9,700)
Equipment	-	5,389	-	-	-
Other	43,195	27,335	21,535	21,885	350
Program Total	5,233,180	5,732,011	5,683,876	5,526,665	(157,211)

Budgeted FTE Personnel Category	2010-11 Approved	2011-12 Approved	2012-13 Approved Budget	2013-14 Approved Budget	Over(Under) 2012-13 Approved
Administration	1.00	1.00	1.00	1.00	-
Professional Staff	13.50	13.50	13.50	13.50	-
Support Staff	24.00	24.00	21.00	18.00	(3.00)
Program Total	38.50	38.50	35.50	32.50	(3.00)

ADMINISTRATIVE SERVICES OFFICE

PROGRAM SECTION DESCRIPTION AND OBJECTIVES

- Assist superintendent in carrying out day-to-day operations of the district.
- Direct the business support functions and financial activities of the district in support of education programs.
- Responsible for accounting, purchasing, food services, transportation, and general business services of the district.
- Coordinate and publish the annual financial plan for the district.
- Assist in development of salary proposals for negotiations.

PERSONNEL					
	2010-11	2011-12	2012-13	2013-14	Over(Under)
	Approved	Approved	Approved	Approved	2012-13 Approved
Administration					
Chief Financial Officer	1.00	1.00	1.00	1.00	-
Professional Staff					
Budget Specialist	1.00	1.00	1.00	1.00	-
Total Personnel	2.00	2.00	2.00	2.00	-

ADMINISTRATIVE SERVICES OFFICE

Account Description	2010-11 Actuals	2011-12 Actuals	2012-13 Approved Budget	2013-14 Approved Budget	Over(Under) 2012-13 Approved
Exempt Salaries - PERS	207,976	212,294	214,625	219,011	4,386
Benefits	111,741	120,438	125,209	132,112	6,903
Professional & Technical	2,090	-	-	-	-
Travel	791	4,474	-	-	-
Supplies	3,224	8,359	3,000	2,700	(300)
Dues & Fees	930	950	900	900	-
	<u>326,752</u>	<u>346,515</u>	<u>343,734</u>	<u>354,723</u>	<u>10,989</u>

ACCOUNTING SERVICES

PROGRAM SECTION DESCRIPTION AND OBJECTIVES

- Provide accounting and financial services as required by the State of Alaska statutes and the Fairbanks North Star Borough School District policy.
- Coordinate the annual audit by independent Certified Public Accountants and provide all necessary schedules and data.
- Produce the comprehensive annual financial report and single audit reports as required by state and federal mandate.
- Manage bi-weekly payroll and reporting for full and part-time employees.
- Maintain financial records and produce reports for all grants and restricted use revenues.
- Maintain a system of internal control to safeguard the record-keeping of district revenues and fixed assets.
- Provide training for users of the computerized financial records system.

PERSONNEL					
	2010-11 Approved	2011-12 Approved	2012-13 Approved	2013-14 Approved	Over(Under) 2012-13 Approved
Professional Staff					
Director of Accounting	1.00	1.00	1.00	1.00	-
Chief Accountant	-	1.00	1.00	1.00	-
General Ledger Accountant	1.00	-	-	-	-
Payroll Manager	1.00	1.00	1.00	1.00	-
Grants Accountant	1.00	1.00	1.00	1.00	-
Accounts Payable/Assets Superv.	1.00	1.00	1.00	1.00	-
Support Staff					
Accounts Payable Clerk	1.00	1.00	1.00	1.00	-
Assistant Accounts Payable Clerk	2.00	2.00	2.00	2.00	-
Cashier	1.00	1.00	1.00	1.00	-
Assistant Accounting Clerk	1.00	1.00	1.00	1.00	-
Payroll Clerks	3.00	3.00	2.00	1.00	(1.00)
Total Personnel	<u>13.00</u>	<u>13.00</u>	<u>12.00</u>	<u>11.00</u>	<u>(1.00)</u>

ACCOUNTING SERVICES

<u>Account Description</u>	<u>2010-11 Actuals</u>	<u>2011-12 Actuals</u>	<u>2012-13 Approved Budget</u>	<u>2013-14 Approved Budget</u>	<u>Over(Under) 2012-13 Approved</u>
Exempt Salaries - PERS	425,971	433,861	439,504	445,320	5,816
Support Staff	353,519	326,607	339,733	304,379	(35,354)
Overtime	2,022	10,211	6,000	6,000	-
Temporaries	3,929	4,971	15,000	15,000	-
Benefits	419,563	444,398	452,935	452,509	(426)
(1) Professional & Technical	6,709	12,875	7,100	7,100	-
Travel	2,923	15,376	9,500	-	(9,500)
Mileage	-	-	400	-	(400)
Purchased Service	125	-	-	-	-
Supplies	22,989	26,132	19,000	18,000	(1,000)
Equipment (\$500-\$4999)	18,168	10,727	2,500	-	(2,500)
Dues & Fees	4,295	4,828	4,495	4,495	-
	<u>1,260,213</u>	<u>1,289,986</u>	<u>1,296,167</u>	<u>1,252,803</u>	<u>(43,364)</u>

(1) Software maintenance and support.

PROCUREMENT AND WAREHOUSE

PROGRAM SECTION DESCRIPTION AND OBJECTIVES

- Purchase and distribute all goods and services for the school district.
- Manage the procurement and warehousing activities of the school district.
- Ensure that school board purchasing policies are followed.
- Manage central stores, central receiving and districtwide delivery and mail service.

	PERSONNEL				Over(Under) 2012-13 Approved
	2010-11 Approved	2011-12 Approved	2012-13 Approved	2013-14 Approved	
Professional Staff					
Dir of Procurement & Warehousing	1.00	1.00	1.00	1.00	-
Purchasing Agent	2.00	2.00	2.00	2.00	-
Shipping & Receiving Supervisor	1.00	1.00	1.00	1.00	-
Support Staff					
Administrative Secretary	1.00	1.00	1.00	1.00	-
Purchasing Clerk	2.00	2.00	1.00	1.00	-
Stock Control Technician	1.00	1.00	1.00	1.00	-
Warehouseperson	6.00	6.00	6.00	5.00	(1.00)
Total Personnel	14.00	14.00	13.00	12.00	(1.00)

PROCUREMENT & WAREHOUSE

<u>Account Description</u>	<u>2010-11 Actuals</u>	<u>2011-12 Actuals</u>	<u>2012-13 Approved Budget</u>	<u>2013-14 Approved Budget</u>	<u>Over(Under) 2012-13 Approved</u>
Exempt Salaries - PERS	296,335	302,351	304,858	308,531	3,673
Support Staff	422,277	446,534	425,108	389,150	(35,958)
Overtime	1,028	1,263	2,000	2,000	-
Temporaries	2,809	5,604	10,000	10,000	-
Benefits	388,251	433,325	421,831	416,699	(5,132)
(1) Professional & Technical	1,252	1,032	2,160	1,360	(800)
Travel	1,015	2,640	4,000	-	(4,000)
(2) Purchased Service	1,361	1,158	3,016	2,700	(316)
Supplies	8,263	20,267	11,800	9,750	(2,050)
Equipment (\$500-\$4999)	8,456	2,656	1,600	-	(1,600)
Dues & Fees	735	385	800	1,000	200
	<u>1,131,782</u>	<u>1,217,215</u>	<u>1,187,173</u>	<u>1,141,190</u>	<u>(45,983)</u>

(1) Bid program modifications.

(2) Advertising for solicitation of bids and requests for proposals.

BUSINESS SERVICES

PROGRAM SECTION DESCRIPTION AND OBJECTIVES

- Manage and supervise print shop, copy room, central mailroom and switchboard services for school district.
- Provide administration for districtwide telecommunications, printing and copying services.
- Coordinate risk management and insurance program with the Fairbanks North Star Borough.
- Assist in preparation of district budget document.
- Provide cost accounting and staff support for E-Rate program and special projects assigned to Administrative Services.
- Districtwide computer forms, miscellaneous districtwide financial services and financial data processing operated by the district.

PERSONNEL						Over(Under)
	2010-11 Approved	2011-12 Approved	2012-13 Approved	2013-14 Approved	2012-13 Approved	
Professional Staff						
Director of Business Services	1.00	1.00	1.00	1.00	-	-
Support Staff						
Mail Clerk	1.00	1.00	1.00	1.00	-	-
Switchboard Operator	1.00	1.00	1.00	1.00	-	-
Total Personnel	3.00	3.00	3.00	3.00	-	-

BUSINESS SERVICES

Account Description	2010-11 Actuals	2011-12 Actuals	2012-13 Approved Budget	2013-14 Approved Budget	Over(Under) 2012-13 Approved
Exempt Salaries - PERS	99,615	101,290	98,988	99,978	990
Support Staff	70,928	74,733	77,903	78,722	819
Overtime	862	32	1,000	800	(200)
Temporaries	7,037	6,619	7,300	6,500	(800)
Benefits	144,683	150,285	155,984	159,610	3,626
(1) Professional & Technical	19,029	12,953	18,000	18,000	-
(2) Risk Management	524,379	543,022	623,000	600,000	(23,000)
(3) Legal	54,636	49,699	90,000	90,000	-
(4) Data Processing	123,464	315,598	210,000	160,000	(50,000)
(5) Travel	966	2,501	-	50,000	50,000
Communication	116,326	345,909	189,565	189,565	-
(6) Postage	140,958	139,974	181,000	170,000	(11,000)
(7) Purchased Service	10,217	4,793	7,000	7,000	-
(8) Insurance	373,574	378,861	380,000	405,000	25,000
Supplies	17,847	11,249	20,700	18,000	(2,700)
Equipment (\$500-\$4999)	5,385	-	13,750	13,750	-
Dues & Fees	315	199	190	190	-
Claims & Judgements	36,695	20,689	15,000	15,000	-
	1,746,916	2,158,406	2,089,380	2,082,115	(7,265)

- (1) Social Security and 403(b) administrative fees, shredding services.
- (2) Risk management services for the district as provided by the Borough.
- (3) Legal services.
- (4) Financial software maintenance agreements and consulting support.
- (5) District-wide travel budget, pending transfer of funds upon approved departmental travel.
- (6) District-wide postage costs.
- (7) Maintenance agreements.
- (8) General, automobile and other liability premiums per Borough Risk Management.

COPYING & PRINTING SERVICES

PROGRAM SECTION DESCRIPTION AND OBJECTIVES

- Provide all district schools and district departments with copying and printing services.

PERSONNEL					
	2010-11 Approved	2011-12 Approved	2012-13 Approved	2013-14 Approved	Over(Under) 2012-13 Approved
Support Staff					
Printer	4.00	4.00	3.00	2.00	(1.00)
Total Personnel	4.00	4.00	3.00	2.00	(1.00)

COPYING & PRINTING SERVICES

Account Description	2010-11 Actuals	2011-12 Actuals	2012-13 Approved Budget	2013-14 Approved Budget	Over(Under) 2012-13 Approved
Support Staff	190,818	213,830	156,152	113,301	(42,851)
Overtime	1,187	4,298	5,000	5,000	-
Temporaries	8,287	7,425	13,500	7,000	(6,500)
Benefits	103,939	126,682	93,947	69,096	(24,851)
Professional & Technical	304	-	-	-	-
⁽¹⁾ Purchased Service	167,223	82,974	167,500	163,000	(4,500)
Equipment Repairs	1,645	1,709	5,600	3,600	(2,000)
Supplies	84,686	59,449	7,000	88,000	81,000
Supplies Reimbursement	(92,046)	(91,495)	-	(80,000)	(80,000)
Software	-	-	1,000	1,000	-
Equipment (\$500-\$4999)	-	-	2,500	2,500	-
Equipment (\$5000 or greater)	-	5,389	-	-	-
	466,043	410,261	452,199	372,497	(79,702)

⁽¹⁾ Copier maintenance agreements.

GRANTS ADMINISTRATION

PROGRAM SECTION DESCRIPTION AND OBJECTIVES

- Provides overall coordination of grant seeking, writing, management and other special projects as assigned.
- Prepare and submit competitive and formula grant applications.
- Assist school staff in locating funding sources and providing project funding opportunities.
- Coordinate district grant review process.
- Monitor progress of grant projects; directly manages some projects.
- Ensure financial and program requirements met.
- Coordinate cooperative grant applications with other agencies.

	PERSONNEL				Over(Under)
	2010-11 Approved	2011-12 Approved	2012-13 Approved	2013-14 Approved	2012-13 Approved
Professional Staff					
Dir. of Grants & Special Projects	1.00	1.00	1.00	1.00	-
Grants Coordinator	1.00	1.00	1.00	1.00	-
Exempt Secretary	0.50	0.50	0.50	0.50	-
Total Personnel	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>	<u>-</u>

GRANTS ADMINISTRATION

<u>Account Description</u>	<u>2010-11 Actuals</u>	<u>2011-12 Actuals</u>	<u>2012-13 Approved Budget</u>	<u>2013-14 Approved Budget</u>	<u>Over(Under) 2012-13 Approved</u>
Exempt Salaries - PERS	187,600	189,860	194,391	199,083	4,692
Overtime	-	-	100	-	(100)
Benefits	100,868	109,899	111,832	118,454	6,622
Professional & Technical	219	-	-	-	-
Travel	5,838	5,567	3,000	-	(3,000)
Mileage	-	237	-	300	300
Supplies	6,064	3,756	5,500	4,950	(550)
Software	127	25	250	250	-
Equipment (\$500-\$4999)	533	-	-	-	-
Dues & Fees	225	284	150	300	150
	<u>301,474</u>	<u>309,628</u>	<u>315,223</u>	<u>323,337</u>	<u>8,114</u>