

**Program Summary  
Administrative Services**

<b>Budget By Program Section</b>	<b>2014-15 Actuals</b>	<b>2015-16 Actuals</b>	<b>2016-17 Approved Budget</b>	<b>2017-18 Approved Budget</b>	<b>Over(Under) 2016-17 Approved</b>
Administrative Services Office	420,698	371,946	373,535	384,055	10,520
Accounting Services	1,439,431	1,758,765	1,471,857	1,363,737	(108,120)
Procurement & Warehouse	1,201,762	1,261,444	1,294,019	1,197,481	(96,538)
Business Services	2,025,508	1,797,444	2,221,953	2,139,498	(82,455)
					-
Program Total	5,087,399	5,189,599	5,361,364	5,084,771	(276,593) -5.2%

<b>Budget By Object Code Category</b>	<b>2014-15 Actuals</b>	<b>2015-16 Actuals</b>	<b>2016-17 Approved Budget</b>	<b>2017-18 Approved Budget</b>	<b>Over(Under) 2016-17 Approved</b>
Salaries & Wages	2,020,682	2,029,465	1,965,381	1,770,629	(194,752)
Benefits	1,250,565	1,268,479	1,286,891	1,145,833	(141,058)
Contracted Services	1,372,180	1,354,653	1,972,538	2,074,835	102,297
Supplies & Materials	117,019	226,795	71,100	72,700	1,600
Equipment	21,472	112,682	46,000	-	(46,000)
Other	305,481	197,525	19,454	20,774	1,320
					-
Program Total	5,087,399	5,189,599	5,361,364	5,084,771	(276,593)

<b>Budgeted FTE Personnel Category</b>	<b>2014-15 Actuals</b>	<b>2015-16 Actuals</b>	<b>2016-17 Approved Budget</b>	<b>2017-18 Approved Budget</b>	<b>Over(Under) 2016-17 Approved</b>
Administration					-
Professional Staff	13.00	13.00	13.00	13.00	-
Principals & Assistant Principals	-	-	-	-	-
Teachers & Other Certificated Staff	-	-	-	-	-
Support Staff	15.00	16.00	14.00	11.00	(3.00)
					-
Program Total	28.00	29.00	27.00	24.00	(3.00)

## Administrative Services

### DEPARTMENT DESCRIPTION AND OBJECTIVES

- Directs all business support services and financial activities of the district.
- Assist Superintendent in day-to-day operations.
- Develop and present budget.
- Provide accounting and financial services as required by Local, State, and Federal agencies and policies.
- Maintain district wide system of financial internal controls.
- Responsible for: General Ledger, Payroll, Accounts payable, Grants accounting.
- Adherence to all Local, State and Federal regulations and policies related to accounting, grant reporting, purchasing, transportation, food services.
- Purchase, warehousing, and distribution of all goods and services for the district.
- Manage central stores, central receiving and district wide delivery, and mail service.
- Coordinate district efforts in risk management and insurance programs, e-rate program, telecommunications, printing and copying services, and various special projects.
- Participate in district efforts regarding risk management and insurance programs.
- Liaison with district Health Care Committee and health care consultant.
- Design and schedule home to school bus routes- Regular- Special Education- Hazard Routes.
- Coordinate all co-curricular and extra-curricular transportation needs.
- Provide students with nutritionally sound meals.
- Administer the National School Lunch Program, School Breakfast Program, Fresh Fruit & Vegetable Program, and the After School Program including but not limited to regulatory compliance, claim submittals, nutrient analysis, and maintenance of required documentation.
- Assist in the development of salary proposals for negotiations.

### PERSONNEL DETAIL

	2014-15 Actual	2015-16 Actual	2016-17 Approved	2017-18 Approved	Over/(Under) Approved
<b>Professional Staff -</b>					
Chief Financial Officer	1.00	1.00	1.00	1.00	--
Budget Specialist	1.00	1.00	1.00	1.00	--
<b>TOTAL PERSONNEL</b>	2.00	2.00	2.00	2.00	--

## Administrative Services

	2014-15 Actual	2015-16 Actual	2016-17 Approved	2017-18 Approved	Over/(Under) Approved
<b>SALARIES -</b>					
Professional Staff	257,503	223,508	222,076	228,960	6,884
Total Salaries	257,503	223,508	222,076	228,960	6,884
<b>FRINGE BENEFITS -</b>					
	150,242	133,218	142,819	144,899	2,080
<b>PURCHASED SERVICES -</b>					
Mileage	--	26	--	--	--
Professional & Technical	--	5,070	--	--	--
Travel	3,498	5,306	2,700	2,656	(44)
Total Purchased Services	3,498	10,402	2,700	2,656	(44)
<b>SUPPLIES -</b>					
Equipment (\$500-\$4999)	1,861	--	--	1,500	1,500
Supplies	6,825	3,999	5,400	5,500	100
Total Supplies	8,686	3,999	5,400	7,000	1,600
<b>EQUIPMENT -</b>					
	--	--	--	--	--
<b>OTHER -</b>					
Dues & Fees	769	819	540	540	--
Total Other	769	819	540	540	--
<b>DEPARTMENT TOTAL</b>	420,698	371,946	373,535	384,055	10,520

Admin Svcs Office  
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# Accounting Services

## DEPARTMENT 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 DETAIL

	2014-15 Actual	2015-16 Actual	2016-17 Approved	2017-18 Approved	Over/(Under) Approved
<b>Professional Staff -</b>					
Director of Accounting Services	1.00	1.00	1.00	1.00	--
Accountant I	--	--	1.00	1.00	--
Accountant II	--	--	2.00	2.00	--
Accounts Payable/Fixed Assets Supervisor	1.00	1.00	--	--	--
Chief Accountant	1.00	1.00	--	--	--
Senior Accountant	1.00	1.00	--	--	--
Assistant Director of Accounting Services	--	--	--	1.00	1.00
Accountant III	--	--	1.00	--	(1.00)
Payroll Manager	1.00	1.00	1.00	1.00	--
Grants Accountant	1.00	1.00	--	--	--
<b>Support Staff -</b>					
Assistant Accounts Payable Clerk	2.00	2.00	2.00	1.00	(1.00)
Payroll Clerk Lead	1.00	1.00	1.00	--	(1.00)
Payroll Clerk	--	1.00	1.00	3.00	2.00
Assistant Accounting Clerk	1.00	1.00	--	--	--
Accounts Payable Clerk	1.00	1.00	1.00	1.00	--
Cashier	1.00	1.00	1.00	1.00	--
<b>TOTAL PERSONNEL</b>	<b>12.00</b>	<b>13.00</b>	<b>12.00</b>	<b>12.00</b>	<b>--</b>

## Accounting Services

	2014-15 Actual	2015-16 Actual	2016-17 Approved	2017-18 Approved	Over/(Under) Approved
<b>SALARIES -</b>					
Professional Staff	541,269	531,478	543,468	522,820	(20,648)
Support Staff	313,489	366,279	322,955	283,515	(39,440)
Overtime	6,935	5,606	4,000	4,000	--
Temporaries	11,756	5,688	10,850	10,850	--
Total Salaries	873,449	909,051	881,273	821,185	(60,088)
<b>FRINGE BENEFITS -</b>					
	515,479	545,221	552,365	506,147	(46,218)
<b>PURCHASED SERVICES -</b>					
Purchased Service	1,150	10,092	900	900	--
Mileage	320	--	--	--	--
Professional & Technical <sup>1</sup>	1,019	2,230	6,435	6,435	--
Travel	15,575	17,336	5,400	3,586	(1,814)
Total Purchased Services	18,064	29,658	12,735	10,921	(1,814)
<b>SUPPLIES -</b>					
Equipment (\$500-\$4999)	5,388	196,100	5,400	5,400	--
Software	56	425	--	--	--
Supplies	22,106	13,537	15,750	15,750	--
Total Supplies	27,550	210,062	21,150	21,150	--
<b>EQUIPMENT -</b>					
Software (\$5000 or greater)	--	59,335	--	--	--
Total Equipment	--	59,335	--	--	--
<b>OTHER -</b>					
Dues & Fees	4,889	5,438	4,334	4,334	--
Total Other	4,889	5,438	4,334	4,334	--
<b>DEPARTMENT TOTAL</b>	1,439,431	1,758,765	1,471,857	1,363,737	(108,120)

<sup>1</sup> Software maintenance and support.

Accounting  
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## Procurement & Warehouse

### DEPARTMENT 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 DETAIL

	2014-15 Actual	2015-16 Actual	2016-17 Approved	2017-18 Approved	Over/(Under) Approved
<b>Professional Staff -</b>					
Purchasing Agent	2.00	2.00	2.00	2.00	--
Shipping & Receiving Supervisor	1.00	1.00	1.00	1.00	--
Director of Procurement & Warehousing	1.00	1.00	1.00	1.00	--
<b>Support Staff -</b>					
Warehouseperson	5.00	5.00	5.00	3.00	(2.00)
Stock Control Technician	1.00	1.00	1.00	1.00	--
Mail Clerk	--	--	1.00	--	(1.00)
Purchasing Clerk	1.00	1.00	--	--	--
Administrative Secretary	1.00	1.00	1.00	1.00	--
<b>TOTAL PERSONNEL</b>	12.00	12.00	12.00	9.00	(3.00)

## Procurement & Warehouse

	2014-15 Actual	2015-16 Actual	2016-17 Approved	2017-18 Approved	Over/(Under) Approved
<b>SALARIES -</b>					
Professional Staff	322,026	330,777	330,645	334,916	4,271
Support Staff	412,663	415,357	414,269	275,992	(138,277)
Overtime	918	779	2,000	2,000	--
Temporaries	--	--	8,000	8,000	--
<b>Total Salaries</b>	<b>735,607</b>	<b>746,913</b>	<b>754,914</b>	<b>620,908</b>	<b>(134,006)</b>
<b>FRINGE BENEFITS -</b>					
	442,528	450,656	474,340	383,137	(91,203)
<b>PURCHASED SERVICES -</b>					
Purchased Service <sup>1</sup>	586	609	2,250	2,000	(250)
Equipment Repair	289	--	--	--	--
Postage	--	--	--	174,201	174,201
Professional & Technical <sup>2</sup>	1,693	2,224	2,025	2,300	275
Travel	3,012	2,369	1,215	1,660	445
<b>Total Purchased Services</b>	<b>5,580</b>	<b>5,202</b>	<b>5,490</b>	<b>180,161</b>	<b>174,671</b>
<b>SUPPLIES -</b>					
Equipment (\$500-\$4999)	5,444	--	3,600	3,600	--
Software	1,000	--	--	--	--
Supplies	5,548	4,260	8,775	8,775	--
<b>Total Supplies</b>	<b>11,992</b>	<b>4,260</b>	<b>12,375</b>	<b>12,375</b>	<b>--</b>
<b>EQUIPMENT -</b>					
Equipment (\$5000 or greater) <sup>3</sup>	5,300	53,347	46,000	--	(46,000)
<b>Total Equipment</b>	<b>5,300</b>	<b>53,347</b>	<b>46,000</b>	<b>--</b>	<b>(46,000)</b>
<b>OTHER -</b>					
Dues & Fees	755	1,066	900	900	--
<b>Total Other</b>	<b>755</b>	<b>1,066</b>	<b>900</b>	<b>900</b>	<b>--</b>
<b>DEPARTMENT TOTAL</b>	<b>1,201,762</b>	<b>1,261,444</b>	<b>1,294,019</b>	<b>1,197,481</b>	<b>(96,538)</b>

<sup>1</sup> Advertising for solicitation of bids and requests for proposals.

<sup>2</sup> Bid program modifications.

<sup>3</sup> Pick-up replacement.

Purchasing  
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## Business Services

### DEPARTMENT DESCRIPTION AND OBJECTIVES

- Provide administration for districtwide telecommunications, printing and copying service contracts.
- 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 DETAIL

	2014-15 Actual	2015-16 Actual	2016-17 Approved	2017-18 Approved	Over/(Under) Approved
<b>Professional Staff -</b>					
Director of Business Services	1.00	1.00	1.00	--	(1.00)
Dir. of Business Svc. and Risk Mgmt. Liaison	--	--	--	1.00	1.00
<b>Support Staff -</b>					
Mail Clerk	1.00	1.00	--	--	--
Switchboard Operator	--	--	--	--	--
<b>TOTAL PERSONNEL</b>	2.00	2.00	1.00	1.00	--



## Business Services

	2014-15 Actual	2015-16 Actual	2016-17 Approved	2017-18 Approved	Over/(Under) Approved
<b>SALARIES -</b>					
Support Staff	44,783	41,788	--	--	--
Professional Staff	99,101	100,776	100,318	92,776	(7,542)
Temporaries	10,155	7,429	6,500	6,500	--
Overtime	84	--	300	300	--
<b>Total Salaries</b>	<b>154,123</b>	<b>149,993</b>	<b>107,118</b>	<b>99,576</b>	<b>(7,542)</b>
<b>FRINGE BENEFITS -<sup>1</sup></b>					
	142,316	139,384	117,367	111,650	(5,717)
<b>PURCHASED SERVICES -</b>					
Insurance <sup>5</sup>	433,698	460,541	519,702	519,702	--
Purchased Service <sup>4</sup>	6,851	9,183	8,136	8,500	364
Postage	84,683	10,231	174,201	--	(174,201)
Legal	57,018	164,218	196,000	250,000	54,000
Travel	4,506	500	1,800	1,195	(605)
Communication	86,478	86,334	159,963	219,000	59,037
Professional & Technical <sup>3</sup>	15,807	16,697	137,700	137,700	--
Risk Management <sup>2</sup>	604,335	541,321	690,000	675,000	(15,000)
Data Processing <sup>6</sup>	51,662	20,366	64,111	70,000	5,889
<b>Total Purchased Services</b>	<b>1,345,038</b>	<b>1,309,391</b>	<b>1,951,613</b>	<b>1,881,097</b>	<b>(70,516)</b>
<b>SUPPLIES -</b>					
Equipment (\$500-\$4999)	4,680	--	12,375	12,375	--
Supplies	64,111	8,474	19,800	19,800	--
<b>Total Supplies</b>	<b>68,791</b>	<b>8,474</b>	<b>32,175</b>	<b>32,175</b>	<b>--</b>
<b>EQUIPMENT -</b>					
Equipment (\$5000 or greater)	16,172	--	--	--	--
<b>Total Equipment</b>	<b>16,172</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>
<b>OTHER -</b>					
Claims & Judgments	298,724	189,852	13,500	13,500	--
Dues & Fees <sup>7</sup>	344	350	180	1,500	1,320
<b>Total Other</b>	<b>299,068</b>	<b>190,202</b>	<b>13,680</b>	<b>15,000</b>	<b>1,320</b>
<b>DEPARTMENT TOTAL</b>	<b>2,025,508</b>	<b>1,797,444</b>	<b>2,221,953</b>	<b>2,139,498</b>	<b>(82,455)</b>

<sup>1</sup> UNUM Life Disability Insurance

<sup>2</sup> Risk management services for the district as provided by the Borough.

<sup>3</sup> Electronic Timekeeping System, Social Security and 403(b) administrative fees, shredding services.

<sup>4</sup> Maintenance agreements.

<sup>5</sup> General, automobile and other liability premiums per Borough Risk Management.

<sup>6</sup> Financial software maintenance agreements and consulting support.

<sup>7</sup> Risk Management certification

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