

**Program Summary
Administrative Services**

Budget By Program Section	2011-12 Actuals	2012-13 Actuals	2013-14 Approved Budget	2014-15 Approved Budget	Over(Under) 2013-14 Approved
Administrative Services Office	346,514	352,095	354,723	369,229	14,506
Accounting Services	1,299,207	1,293,426	1,252,803	1,429,792	176,989
Procurement & Warehouse	1,217,265	1,222,851	1,141,190	1,211,092	69,902
Business Services	2,247,262	1,890,584	2,082,115	1,946,557	(135,558)
Copying & Printing Services	410,262	386,471	372,497	405,480	32,983
Grants Administration	320,559	270,885	323,337	324,347	1,010
Program Total	5,841,069	5,416,312	5,526,665	5,686,497	159,832 2.9%

Budget By Object Code Category	2011-12 Actuals	2012-13 Actuals	2013-14 Approved Budget	2014-15 Approved Budget	Over(Under) 2013-14 Approved
Salaries & Wages	2,358,659	2,272,583	2,209,775	2,318,275	108,500
Benefits	1,385,027	1,355,244	1,348,480	1,456,927	108,447
Contracted Services	1,927,602	1,617,025	1,867,625	1,793,130	(74,495)
Supplies & Materials	129,638	47,830	78,900	90,200	11,300
Equipment	12,809	65,560	-	6,000	6,000
Other	27,334	58,070	21,885	21,965	80
Program Total	5,841,069	5,416,312	5,526,665	5,686,497	159,832

Budgeted FTE Personnel Category	2011-12 Actuals	2012-13 Actuals	2013-14 Approved Budget	2014-15 Approved Budget	Over(Under) 2013-14 Approved
Professional Staff	14.50	14.50	14.50	15.50	1.00
Principals & Assistant Principals	-	-	-	-	-
Teachers & Other Certificated Staff	-	-	-	-	-
Support Staff	24.00	21.00	18.00	17.00	(1.00)
Program Total	38.50	35.50	32.50	32.50	-

Administrative Services

DEPARTMENT 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 DETAIL

	2011-12 Actual	2012-13 Actual	2013-14 Approved	2014-15 Approved	Over/(Under) Approved
Professional Staff -					
Chief Financial Officer	1.00	1.00	1.00	1.00	--
Budget Specialist	1.00	1.00	1.00	1.00	--
TOTAL PERSONNEL	2.00	2.00	2.00	2.00	--

Administrative Services

	2011-12 Actual	2012-13 Actual	2013-14 Approved	2014-15 Approved	Over/(Under) Approved
SALARIES -					
Professional Staff	212,294	221,491	219,011	223,609	4,598
Total Salaries	212,294	221,491	219,011	223,609	4,598
FRINGE BENEFITS -					
	120,438	124,043	132,112	139,320	7,208
PURCHASED SERVICES -					
Purchased Service	--	--	--	--	--
Travel	4,474	722	--	3,000	3,000
Professional & Technical	--	--	--	--	--
Total Purchased Services	4,474	722	--	3,000	3,000
SUPPLIES -					
Equipment (\$500-\$4999)	--	--	--	--	--
Software	--	--	--	--	--
Supplies	8,359	5,278	2,700	2,700	--
Total Supplies	8,359	5,278	2,700	2,700	--
EQUIPMENT -					
	--	--	--	--	--
OTHER -					
Dues & Fees	949	561	900	600	(300)
Total Other	949	561	900	600	(300)
DEPARTMENT TOTAL	346,514	352,095	354,723	369,229	14,506

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

	2011-12 Actual	2012-13 Actual	2013-14 Approved	2014-15 Approved	Over/(Under) Approved
Professional Staff -					
Senior Accountant	--	--	--	1.00	1.00
Director of Accounting Services	1.00	1.00	1.00	1.00	--
Accounts Payable/Fixed Assets Supervisor	1.00	1.00	1.00	1.00	--
Payroll Manager	1.00	1.00	1.00	1.00	--
Grants Accountant	1.00	1.00	1.00	1.00	--
Chief Accountant	1.00	1.00	1.00	1.00	--
Support Staff -					
Assistant Accounts Payable Clerk	2.00	2.00	2.00	2.00	--
Payroll Clerk Lead	1.00	1.00	1.00	1.00	--
Payroll Clerk	2.00	1.00	--	--	--
Assistant Accounting Clerk	1.00	1.00	1.00	1.00	--
Accounts Payable Clerk	1.00	1.00	1.00	1.00	--
Cashier	1.00	1.00	1.00	1.00	--
TOTAL PERSONNEL	13.00	12.00	11.00	12.00	1.00

Accounting Services

	2011-12 Actual	2012-13 Actual	2013-14 Approved	2014-15 Approved	Over/(Under) Approved
SALARIES -					
Support Staff	326,607	339,129	304,379	319,422	15,043
Professional Staff	433,861	439,498	445,320	531,158	85,838
Overtime	10,211	706	6,000	4,000	(2,000)
Temporaries	13,893	5,277	15,000	10,850	(4,150)
Total Salaries	784,572	784,610	770,699	865,430	94,731
FRINGE BENEFITS -					
	444,398	455,404	452,509	525,397	72,888
PURCHASED SERVICES -					
Purchased Service	238	633	--	1,000	1,000
Mileage	--	--	--	--	--
Professional & Technical ¹	12,875	8,485	7,100	7,150	50
Travel	15,376	16,124	--	6,000	6,000
Total Purchased Services	28,489	25,242	7,100	14,150	7,050
SUPPLIES -					
Equipment (\$500-\$4999)	10,727	1,483	--	--	--
Software	62	4	--	--	--
Supplies	26,131	21,626	18,000	20,000	2,000
Total Supplies	36,920	23,113	18,000	20,000	2,000
EQUIPMENT -					
Equipment (\$500-\$4999)	--	--	--	--	--
Total Equipment	--	--	--	--	--
OTHER -					
Dues & Fees	4,828	5,057	4,495	4,815	320
Total Other	4,828	5,057	4,495	4,815	320
DEPARTMENT TOTAL	1,299,207	1,293,426	1,252,803	1,429,792	176,989

¹ Software maintenance and support.

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

	2011-12 Actual	2012-13 Actual	2013-14 Approved	2014-15 Approved	Over/(Under) Approved
Professional Staff -					
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	--
Support Staff -					
Warehouseperson	6.00	6.00	5.00	5.00	--
Stock Control Technician	1.00	1.00	1.00	1.00	--
Purchasing Clerk	2.00	1.00	1.00	1.00	--
Administrative Secretary	1.00	1.00	1.00	1.00	--
TOTAL PERSONNEL	14.00	13.00	12.00	12.00	--

Procurement & Warehouse

	2011-12 Actual	2012-13 Actual	2013-14 Approved	2014-15 Approved	Over/(Under) Approved
SALARIES -					
Professional Staff	302,351	302,713	308,531	318,276	9,745
Support Staff	446,534	427,229	389,150	408,629	19,479
Overtime	1,263	1,390	2,000	2,000	--
Temporaries	5,604	--	10,000	8,000	(2,000)
Total Salaries	755,752	731,332	709,681	736,905	27,224
FRINGE BENEFITS -					
	433,325	427,225	416,699	448,437	31,738
PURCHASED SERVICES -					
Purchased Service ²	1,158	1,379	2,700	3,000	300
Travel	2,640	3,661	--	2,000	2,000
Professional & Technical ¹	1,032	1,955	1,360	2,000	640
Total Purchased Services	4,830	6,995	4,060	7,000	2,940
SUPPLIES -					
Equipment (\$500-\$4999)	2,656	--	--	2,000	2,000
Software	50	--	--	--	--
Supplies	20,267	9,489	9,750	9,750	--
Total Supplies	22,973	9,489	9,750	11,750	2,000
EQUIPMENT -					
Equipment (\$5000 or greater)	--	46,946	--	6,000	6,000
Total Equipment	--	46,946	--	6,000	6,000
OTHER -					
Dues & Fees	385	864	1,000	1,000	--
Total Other	385	864	1,000	1,000	--
DEPARTMENT TOTAL	1,217,265	1,222,851	1,141,190	1,211,092	69,902

¹ Bid program modifications.

² Advertising for solicitation of bids and requests for proposals.

Business Services

DEPARTMENT 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 DETAIL

	2011-12 Actual	2012-13 Actual	2013-14 Approved	2014-15 Approved	Over/(Under) 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	2.00	(1.00)

Business Services

	2011-12 Actual	2012-13 Actual	2013-14 Approved	2014-15 Approved	Over/(Under) Approved
SALARIES -					
Support Staff	74,733	78,655	78,722	45,125	(33,597)
Professional Staff	101,290	98,986	99,978	98,352	(1,626)
Overtime	32	--	800	300	(500)
Temporaries	6,618	5,627	6,500	6,500	--
Total Salaries	182,673	183,268	186,000	150,277	(35,723)
FRINGE BENEFITS -					
	150,285	154,848	159,610	146,950	(12,660)
PURCHASED SERVICES -					
Purchased Service ³	10,549	10,894	7,000	7,000	--
Insurance ²	378,861	333,769	405,000	365,000	(40,000)
Postage	139,974	155,059	170,000	170,000	--
Legal	49,699	63,418	90,000	90,000	--
Professional & Technical ⁵	12,953	16,351	18,000	18,000	--
Travel	2,501	1,301	50,000	3,000	(47,000)
Communication	345,909	151,485	189,565	175,380	(14,185)
Risk Management ¹	543,022	625,875	600,000	650,000	50,000
Data Processing ⁴	315,598	121,284	160,000	120,000	(40,000)
Total Purchased Services	1,799,066	1,479,436	1,689,565	1,598,380	(91,185)
SUPPLIES -					
Software (\$5000 or greater)	21,000	500	--	--	--
Equipment (\$500-\$4999)	52,572	--	13,750	13,750	--
Software	2,108	--	--	--	--
Supplies	11,250	19,280	18,000	22,000	4,000
Total Supplies	86,930	19,780	31,750	35,750	4,000
EQUIPMENT -					
Equipment (\$5000 or greater)	7,420	1,664	--	--	--
Total Equipment	7,420	1,664	--	--	--
OTHER -					
Claims & Judgments	20,689	51,377	15,000	15,000	--
Dues & Fees	199	211	190	200	10
Total Other	20,888	51,588	15,190	15,200	10
DEPARTMENT TOTAL	2,247,262	1,890,584	2,082,115	1,946,557	(135,558)

¹ Risk management services for the district as provided by the Borough.

² General, automobile and other liability premiums per Borough Risk Management.

³ Maintenance agreements.

⁴ Financial software maintenance agreements and consulting support.

⁵ Social Security and 403(b) administrative fees, shredding services.

Copying & Printing Services

DEPARTMENT DESCRIPTION AND OBJECTIVES

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

PERSONNEL DETAIL

	2011-12 Actual	2012-13 Actual	2013-14 Approved	2014-15 Approved	Over/(Under) Approved
Support Staff -					
Printer	4.00	3.00	2.00	2.00	--
TOTAL PERSONNEL	4.00	3.00	2.00	2.00	--

Copying & Printing Services

	2011-12 Actual	2012-13 Actual	2013-14 Approved	2014-15 Approved	Over/(Under) Approved
SALARIES -					
Support Staff	213,830	160,728	113,301	117,576	4,275
Overtime	4,298	6,695	5,000	7,000	2,000
Temporaries	7,425	17,235	7,000	22,000	15,000
Total Salaries	225,553	184,658	125,301	146,576	21,275
FRINGE BENEFITS -					
	126,682	97,941	69,096	76,604	7,508
PURCHASED SERVICES -					
Purchased Service ¹	82,974	99,394	163,000	163,000	--
Professional & Technical	--	--	--	--	--
Equipment Repairs	1,709	2,270	3,600	4,300	700
Total Purchased Services	84,683	101,664	166,600	167,300	700
SUPPLIES -					
Equipment (\$500-\$4999)	--	4,546	2,500	2,500	--
Software	--	--	1,000	4,500	3,500
Supplies	59,450	67,559	88,000	88,000	--
Supplies Reimbursement	(91,495)	(86,847)	(80,000)	(80,000)	--
Total Supplies	(32,045)	(14,742)	11,500	15,000	3,500
EQUIPMENT -					
Equipment (\$5000 or greater)	5,389	16,950	--	--	--
Total Equipment	5,389	16,950	--	--	--
OTHER -					
	--	--	--	--	--
DEPARTMENT TOTAL					
	410,262	386,471	372,497	405,480	32,983

¹ Copier maintenance agreements.

Grants Administration

DEPARTMENT 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 DETAIL

	2011-12 Actual	2012-13 Actual	2013-14 Approved	2014-15 Approved	Over/(Under) Approved
Professional Staff -					
Director 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	2.50	2.50	2.50	2.50	--

Grants Administration

	2011-12 Actual	2012-13 Actual	2013-14 Approved	2014-15 Approved	Over/(Under) Approved
SALARIES -					
Professional Staff	189,860	163,394	199,083	195,478	(3,605)
Temporaries	7,955	3,830	--	--	--
Total Salaries	197,815	167,224	199,083	195,478	(3,605)
FRINGE BENEFITS -					
	109,899	95,783	118,454	120,219	1,765
PURCHASED SERVICES -					
Mileage	237	117	300	300	--
Professional & Technical	256	30	--	--	--
Travel	5,567	2,819	--	3,000	3,000
Total Purchased Services	6,060	2,966	300	3,300	3,000
SUPPLIES -					
Equipment (\$500-\$4999)	2,720	699	--	1,000	1,000
Software	25	--	250	--	(250)
Supplies	3,756	4,213	4,950	4,000	(950)
Total Supplies	6,501	4,912	5,200	5,000	(200)
EQUIPMENT -					
	--	--	--	--	--
OTHER -					
Dues & Fees	284	--	300	350	50
Total Other	284	--	300	350	50
DEPARTMENT TOTAL	320,559	270,885	323,337	324,347	1,010

