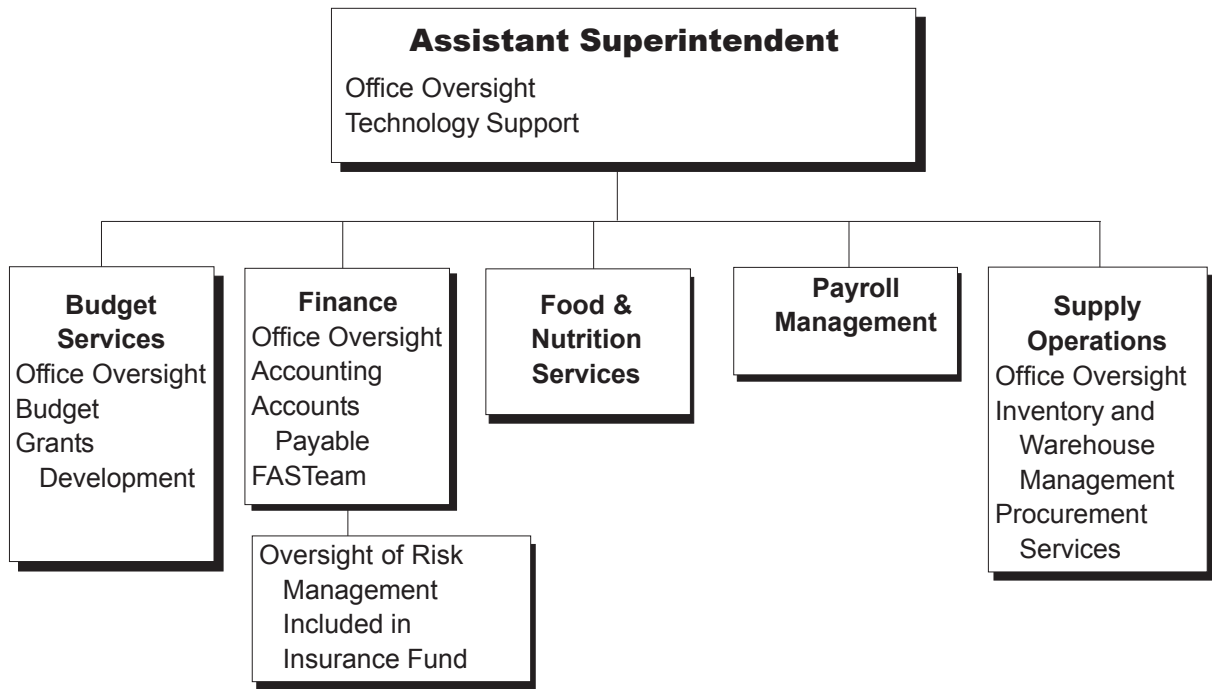


Department of Financial Services

| Program | Page |
|---|-------------|
| Office of the Assistant Superintendent | 353 |
| Assistant Superintendent Office Oversight | 353 |
| Technology Support Program | 354 |
| Office of Budget Services Summary | 355 |
| Budget Services Office Oversight | 356 |
| Budget Program | 357 |
| Grants Development Program | 358 |
| Office of Finance Summary | 360 |
| Finance Office Oversight | 361 |
| Accounting Program | 362 |
| Accounts Payable Program | 364 |
| Functional Applications Support Team Program | 365 |
| Office of Food and Nutrition Services | 366 |
| Office of Payroll Management | 367 |
| Office of Supply Operations Summary | 370 |
| Supply Operations Office Oversight | 371 |
| Inventory and Warehouse Management Program | 372 |
| Procurement Services Program | 373 |

Department of Financial Services



Department of Financial Services

Department of Financial Services

Department Mission

The mission of the Department of Financial Services (DFnS) is to support the achievement of Fairfax County Public Schools' (FCPS) mission, goals, and objectives by providing the necessary financial information, analyses, and services essential for sound decision-making, financial management, and enhancement of resources through grants development efforts. In addition, DFnS provides backup and support to the School Board, Superintendent, and Leadership Team, and other external organizations to assist with efforts to obtain additional funding from the state and county. Under the divisionwide reorganization, DFnS is expanding its mission to include the Office of Food and Nutrition Services and Supply Operations. This includes obtaining and distributing instructional supplies, textual materials, and equipment for schools, centers, and administrative offices; providing nutritious meals for students; and operating an internal divisionwide mail courier system.

Department Summary

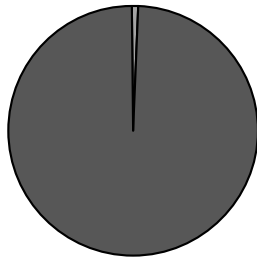
The following table is a summary of all programs funded by this department. The instructional programs if applicable are described in Section 1. The support programs are described in the subsequent pages.

| | FY 2004 | | | |
|--|----------------------------|---------------------|-------------------------------|---------------------|
| | Amount School- Based | Nonschool- Based | Positions School- Based | Nonschool- Based |
| Instructional Programs: | | | | |
| Not Applicable | | | | |
| Total Instructional Programs | \$0 | \$0 | 0.0 | 0.0 |
| Support Programs: | | | | |
| Office of the Assistant Superintendent | | | | |
| Office Oversight | | 247,077 | | 2.0 |
| Technology Support | | 547,082 | | 7.0 |
| Office of Budget Services | | | | |
| Office Oversight | | 193,791 | | 2.0 |
| Budget Program | | 2,037,418 | | 20.5 |
| Grants Development Program | | 275,660 | | 3.0 |
| Office of Finance | | | | |
| Office Oversight | | 194,895 | | 2.0 |
| Accounting Program | | 1,387,117 | | 14.0 |
| Accounts Payable Program | | 1,105,304 | | 16.0 |
| Functional Applications Support Team | | 591,932 | | 6.0 |
| Risk Management / Insurance Fund | | 0 | | 0.0 |
| Office of Food and Nutrition Services | | 0 | | 0.0 |
| Office of Payroll Management | | 1,682,673 | | 21.0 |
| Office of Supply Operations | | | | |
| Office Oversight | | 176,413 | | 2.0 |
| Inventory and Warehouse Management | | 2,661,729 | | 45.0 |
| Procurement Services | | 1,556,548 | | 18.0 |
| Total Support Programs | \$0 | \$12,657,639 | 0.0 | 158.5 |
| | | | | |
| TOTAL DEPARTMENT | \$0 | \$12,657,639 | 0.0 | 158.5 |

Department of Financial Services

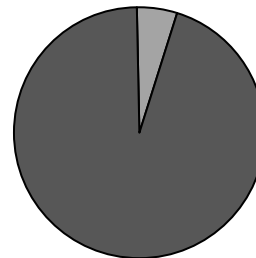
**Department Percentage of
Total Operating Budget**

0.8%



**Financial Services Support Programs
Percentage of all Support Programs**

5.4%



Issues and Trends

Fairfax County Public Schools has consistently met the demands of education to produce the best and brightest students, with unlimited opportunities ahead of them, and it has done so with the highest quality of teachers, administrators, counselors, and support staff.

Creating a balanced budget while meeting the educational needs of students has always been a daunting task in light of legislative and financial issues. However, as we move further into the new millennium, the challenges set before us become even more difficult. The projected state deficit for the biennium is approximately \$2 billion. The result : funding sources at all levels become limited.

Like other school systems, FCPS continues to bow to increased pressure to improve student performance while funding has not kept pace with inflation, and teachers and staff find it difficult to make ends meet. Making ends meet in the classroom as well as in our homes has become a juggling act of tight budgeting and shortages of funds.

Fairfax County and the other metropolitan area districts are in a nationally unique situation. Insulated by government jobs keeping unemployment lower than the national average, the school system actually suffers somewhat from this situation because it makes predictions of turnover and vacancies more complex. When the economy is weak and the job market is poor, we are better able to fill lower level positions; however, higher level employees are more apt to stay in the school system rather than change jobs or even retire. This means we don't replace higher paid employees with newer, less experienced personnel hired at lower pay levels. Keeping higher paid employees longer becomes an expensive factor in the school system budget; but predicting what may happen is even more difficult. The budget for FCPS is 86 percent personnel costs, and turnover and vacancy rates are key to good budgeting.

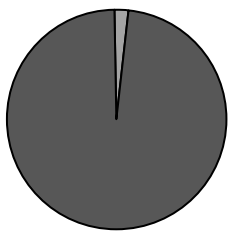
The Department of Financial Services works as a team to meet the challenges through the offices within its purview.

Department of Financial Services

Office of The Assistant Superintendent

| | FY 2003 Approved | | FY 2004 Proposed | |
|--|------------------|-----------------|------------------|-----------------|
| | School-based | Nonschool-based | School-based | Nonschool-based |
| | | | | |
| Total Cost | \$0 | \$231,573 | \$0 | \$247,077 |
| | | | | |
| Positions | - | 2.0 | - | 2.0 |
| | | | | |
| Office Total | | \$231,573 | \$247,077 | |
| Offsetting Revenue | | \$0 | \$0 | |
| Net Cost | | \$231,573 | \$247,077 | |
| Total Positions | | 2.0 | 2.0 | |
| Assistant Superintendent Charles Woodruff Phone Number 703-246-2811 | | | | |

Program
Percentage of Total
Department



2.0%

Description

The chief financial officer provides support to the Superintendent, direction and leadership to the Department of Financial Services, and serves as liaison between the School Board and the Department of Financial Services. The chief financial officer serves as a trustee and the treasurer on the Educational Employees' Supplementary Retirement System of Fairfax (ERFC) Board.

Goals

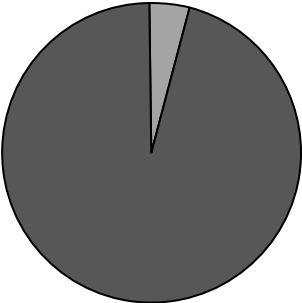
- Ensure the integrity of the school system financial data and financial policies
- Support the Superintendent, School Board, Leadership Team, schools, principals, and program managers by providing sound financial management guidance, financial planning data and documents, accurate accounting records, and detailed budget information
- Recommend and/or implement cost-saving measures to reduce operating costs
- Streamline operations to improve customer service
- Increase breakfast and lunch participation by adapting food and marketing trends from the private sector to school feeding programs
- Ensure compliance with all State and Federal mandates and Generally Accepted Accounting Practices
- Ensure an efficient and equitable allocation of resources to support the mission of the School Board

Explanation of Costs

Funding for this program includes salaries and benefits for the assistant superintendent and administrative assistant.

Department of Financial Services

Technology Support Program

| Office of the Assistant Superintendent | | | | | <div>Program Percentage of Total Department</div>  |
|--|------------------|-----------------|------------------|-----------------|---|
| | FY 2003 Approved | | FY 2004 Proposed | | |
| | School-based | Nonschool-based | School-based | Nonschool-based | |
| | | | | | |
| Total Cost | \$0 | \$521,232 | \$0 | \$547,082 | |
| | | | | | |
| Positions | - | 7.0 | - | 7.0 | |
| | | | | | |
| Program Total | | \$521,232 | \$547,082 | | |
| Offsetting Revenue | | \$0 | \$0 | | |
| Net Cost | | \$521,232 | \$547,082 | | |
| Total Positions | | 7.0 | 7.0 | | |
| Mandate | | | | | None |
| Assistant Superintendent | | | | | Charles Woodruff |
| Phone Number | | | | | 703-246-2811 |

Description

The Technology Support Section coordinates the implementation of computer technology for the Office of Supply Operations..

The Technology Support Section administers the many classes provided to users in support of all department applications. The section also maintains a HOTLINE, the Internet and Intranet web pages for the department as well as participates in numerous school and county advisory committees and user groups.

Technology is constantly changing and the Technology Support Section is continually identifying new ways to apply and support this technology in an effort to provide our customers the best service possible.

Goals

- Ensure the integrity of the networks (LANs) within the department
- Provide technical and functional support for the department

Explanation of Costs

Funding is for salaries and benefits for 7.0 positions. The FY 2004 divisionwide reorganization transferred the Office of Supply Operations and the Office of Food and Nutrition from the Department of General Services to the Department of Financial Services. The Technology Program formerly within the Office of the Assistant Superintendent for General Services, now resides with the Office of the Assistant Superintendent for Financial Services. For comparison purposes, the FY 2003 Approved Budget has been adjusted to include the costs previously associated with General Services. The increase from FY 2003 Approved to FY 2004 Proposed is due to compensation adjustments.

Department of Financial Services

Office of Budget Services

| Office of Budget Services | | | | |
|---------------------------|------------------|--------------------|------------------|--------------------|
| | FY 2003 Approved | | FY 2004 Proposed | |
| | School-based | Nonschool-based | School-based | Nonschool-based |
| FT Salaries | \$0 | \$1,770,213 | \$0 | \$1,833,321 |
| PT Salaries and Overtime | 0 | 91,358 | 0 | 80,925 |
| Employee Benefits | 0 | 450,480 | 0 | 465,492 |
| Operating Expenses | 0 | 162,700 | 0 | 127,131 |
| Total Cost | \$0 | \$2,474,751 | \$0 | \$2,506,869 |
| Positions | - | 25.5 | - | 25.5 |
| Office Total | | \$2,474,751 | | \$2,506,869 |
| Offsetting Revenue | | \$0 | | \$0 |
| Net Cost | | \$2,474,751 | | \$2,506,869 |
| Total Positions | | 25.5 | | 25.5 |

Support Programs within the Office of Budget Services:

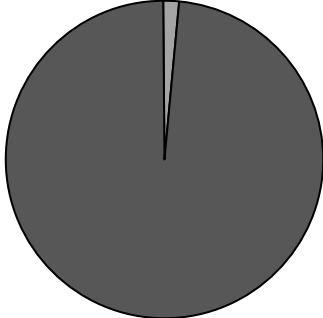
- Office Oversight
- Budget Program
- Grants Development

Department of Financial Services

Office Oversight

| Office of Budget Service | | | | |
|--------------------------|------------------|-----------------|------------------|-----------------|
| | FY 2003 Approved | | FY 2004 Proposed | |
| | School-based | Nonschool-based | School-based | Nonschool-based |
| | | | | |
| Total Cost | \$0 | \$185,948 | \$0 | \$193,791 |
| | | | | |
| Positions | - | 2.0 | - | 2.0 |
| | | | | |
| Program Total | | \$185,948 | | \$193,791 |
| Offsetting Revenue | | \$0 | | \$0 |
| Net Cost | | \$185,948 | | \$193,791 |
| Total Positions | | 2.0 | | 2.0 |
| Mandate | | | | |
| None | | | | |
| Director | | | | |
| Deirdra McLaughlin | | | | |
| Phone Number | | | | |
| 703-246-3709 | | | | |

Program Percentage of Total Department



15%

Description

Provides oversight and support to the Budget and Grants Development Programs. Ensures that the budget meets the Superintendent's and School Board's requirements, reflects the most up-to-date information available, is accurate and is presented to the School Board, Board of Supervisors, and community groups in a timely and useful manner. Guides the Grants Development Program to solicit grant funds targeted to meet Fairfax County Public Schools' needs.

Goals

- To implement financial and budget directives of the Superintendent, School Board, and chief financial officer
- To focus grant development in areas where FCPS has unmet needs
- To facilitate the development of automated tools to streamline internal operations and to reduce the workload of schools and departments in developing and monitoring their budgets

Explanation of Costs

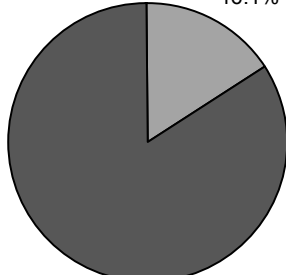
Funding is for salaries and benefits for the director and administrative assistant. Increases from FY 2003 Approved to FY 2004 Proposed Budget are due to compensation adjustments.

Department of Financial Services

Budget Program

| Office of Budget Services | | | | |
|-----------------------------|------------------|-----------------|------------------|-----------------|
| | FY 2003 Approved | | FY 2004 Proposed | |
| | School-based | Nonschool-based | School-based | Nonschool-based |
| | | | | |
| Total Cost | \$0 | \$2,038,119 | \$0 | \$2,037,418 |
| | | | | |
| Positions | - | 20.5 | - | 20.5 |
| | | | | |
| Office Total | | \$2,038,119 | | \$2,037,418 |
| Offsetting Revenue | | \$0 | | \$0 |
| Net Cost | | \$2,038,119 | | \$2,037,418 |
| Total Positions | | 20.5 | | 20.5 |
| Mandate See Below | | | | |
| Director Deirdra McLaughlin | | | | |
| Phone Number 703-246-3709 | | | | |

Program Percentage of Total Department



16.1%

Description

The office provides the framework for all financial decision making through the budget process. Budget services formulates and publishes three budget documents, conducts quarterly reviews, calculates the salary and employee benefit requirements for over 20,000 full time employees and all hourly employees, allocates staff to schools, centers, and alternative programs, develops the budget for divisionwide needs, provides support for all appropriated funds, presents budget information to citizens and organizations, and supports school system initiatives and improvement efforts. This program monitors the execution of all office/school budgets and provides divisionwide support for all appropriated funds, primarily through a support team that operates a HOTLINE and responds to a broad range of questions.

Goals

- Allow FCPS staff to process and have available financial information via their workstation to perform needed functions. Use databases, Wide Area Networks, and Intranet to facilitate the daily processing of information.
- Revise financial codes to facilitate preparation of future program budgets.
- Continue to provide the highest level of client-centered financial support to schools and clusters. Increase the amount of time spent at schools assisting principals and finance support staff with their financial needs
- Collaborate within our department offices to provide new training materials and new training workshops to program managers and finance assistants

Department of Financial Services

State and Federal Mandates

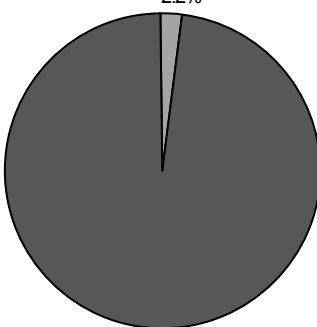
The Code of Virginia requires the Superintendent and/or the School Board to submit an estimate of the funds necessary for the support of the public schools (section 22.1-92), manage and control the funds made available to the School Board (section 22.1-89), submit an annual school report for the prior year (section 22.1-81), and submit a report of all expenditures to the governing body (section 22.1-90).

Explanation of Costs

The total cost of this program is \$2.0 million; of that amount \$1.5 million provides for 20.5 positions. The remaining funding is temporary hourly and overtime expenses incurred at peak periods, budget printing costs and general office supplies. Centrally managed accounts under the purview of the Office of Budget Services are not included in the costs identified above but are narrated in the centrally managed account section of this document. As part of the FY 2004 divisionwide reductions, operating expenditures in the Office of Budget Services were reduced by \$25,000.

Department of Financial Services

Grants Development Program

| Office of Budget Services | | | | | <div>Program Percentage of Total Department</div>  |
|---------------------------|------------------|-----------------|------------------|-----------------|---|
| | FY 2003 Approved | | FY 2004 Proposed | | |
| | School-based | Nonschool-based | School-based | Nonschool-based | |
| | | | | | |
| Total Cost | \$0 | \$250,685 | \$0 | \$275,660 | |
| | | | | | |
| Positions | - | 3.0 | - | 3.0 | |
| | | | | | |
| Program Total | | \$250,685 | \$275,660 | | |
| Offsetting Revenue | | \$0 | \$0 | | |
| Net Cost | | \$250,685 | \$275,660 | | |
| Total Positions | | 3.0 | 3.0 | | |
| Mandate | | | | | None |
| Program Contact | | | | | Pamela Tobey |
| Phone Number | | | | | 703-246-2114 |

Description

The Grants Development Program supports school system initiatives and improvement efforts through the development of educational opportunities and resources by procuring grants, endorsements, and collaborative partnerships. This program reviews and approves all state, federal, and private grants, and serves as financial liaison between school and department staff. The program provides divisionwide support to schools and offices by identifying and communicating grant offerings, by assisting with writing grant proposals, and by tracking the grant process to ensure deadlines and granting agency requirements are met.

Goals

- Continue to increase revenue by seeking and procuring external grants, as well as alternate sources of revenue
- Increase school system resources through partnerships with outside organizations
- Direct grant applications to meet specific divisionwide goals

Explanation of Costs

The budget is primarily for salaries and benefits for 3.0 positions and office supplies. Part time hourly funding of \$24,574 represents 1.0 full time equivalent position. The increase from FY 2003 Approved to FY 2004 Proposed is due to compensation adjustments.

Department of Financial Services

Office of Finance

| | FY 2003 Approved | | FY 2004 Proposed | |
|---------------------------|------------------|--------------------|------------------|--------------------|
| | School-based | Nonschool-based | School-based | Nonschool-based |
| FT Salaries | \$0 | \$2,081,543 | \$0 | \$2,172,851 |
| PT Salaries and Overtime | 0 | 35,294 | 0 | 12,540 |
| Employee Benefits | 0 | 524,188 | 0 | 545,323 |
| Operating Expenses | 0 | 632,578 | 0 | 548,534 |
| Total Cost | \$0 | \$3,273,603 | \$0 | \$3,279,248 |
| Positions | - | 38.0 | - | 38.0 |
| Office Total | | \$3,273,603 | | \$3,279,248 |
| Offsetting Revenue | | \$0 | | \$0 |
| Net Cost | | \$3,273,603 | | \$3,279,248 |
| Total Positions | | 38.0 | | 38.0 |

Support Programs within the Office of Finance:

- Office Oversight
- Accounting Program
- Accounts Payable
- Functional Applications Support Team

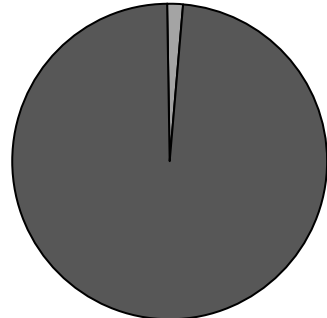
Department of Financial Services

Office Oversight

| Office of Finance | | | | |
|---|------------------|-----------------|------------------|-----------------|
| | FY 2003 Approved | | FY 2004 Proposed | |
| | School-based | Nonschool-based | School-based | Nonschool-based |
| | | | | |
| Total Cost | \$0 | \$188,342 | \$0 | \$194,895 |
| | | | | |
| Positions | - | 2.0 | - | 2.0 |
| | | | | |
| Program Total | | \$188,342 | \$194,895 | |
| Offsetting Revenue | | \$0 | \$0 | |
| Net Cost | | \$188,342 | \$194,895 | |
| Total Positions | | 2.0 | 2.0 | |
| <div>Mandate<div>None</div></div> <div>Director<div>Connie Downing</div></div> <div>Phone Number<div>703-246-3698</div></div> | | | | |

Program Percentage of Total Department

1.5%



Description

The Office of Finance maintains financial records in accordance with generally accepted accounting principles, ensures the integrity of the divisionwide financial systems, makes timely payments to vendors, provides oversight and guidance to schools and centers on local school activity funds and provides direct support to schools, centers, and departments regarding all finance-related computer systems and financial processes. The Office of Finance also has responsibility for oversight of the risk management portion of the Insurance Fund. Four positions in the Office of Finance are included in the Insurance Fund.

Goals

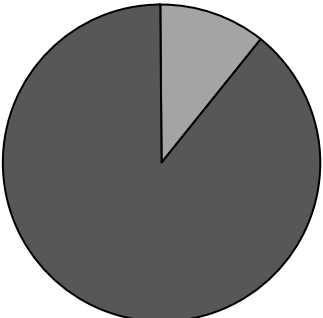
- Implement new technology for appropriated and non-appropriated funds
- Enhance client service by evaluating current processes and look for opportunities to modify, streamline and/or eliminate them
- Implement the use of our Recurring Information Management Systems (RIMS) systemwide to achieve process efficiency

Explanation of Costs

Funding is for salaries and benefits for 2.0 positions, the director and administrative assistant. The increase from FY 2003 Approved to FY 2004 Proposed is due to compensation adjustments.

Department of Financial Services

Accounting Program

| Office of Finance | | | | | |
|--------------------------------|------------------|--------------------|------------------|--------------------|--|
| | FY 2003 Approved | | FY 2004 Proposed | | Program Percentage of Total Department  |
| | School-based | Nonschool-based | School-based | Nonschool-based | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total Cost | \$0 | \$1,372,697 | \$0 | \$1,387,117 | |
| Positions | - | 14.0 | - | 14.0 | |
| Program Total | | \$1,372,697 | | \$1,387,117 | |
| Offsetting Revenue | | \$0 | | \$0 | |
| Net Cost | | \$1,372,697 | | \$1,387,117 | |
| Total Positions | | 14.0 | | 14.0 | |
| Mandate See below | | | | | |
| Program Contact Mahmood Sheikh | | | | | |
| Phone Number 703-246-3746 | | | | | |

Description

The accounting section maintains the accounting system for all school funds and all capital asset using the Financial Accounting Management Information System (FAMIS) and Fixed Assets Accounting Control System (FAACS), performs analytical reviews and account reconciliations, maintains the fixed asset inventory system, prepares the comprehensive annual financial report in accordance with the requirements of the Governmental accounting Standards Board (GASB), as well as the state-mandated annual school report and other management reports.

Goals

- Maintain automated financial systems and supply financial information to schools and offices
- Implement and maintain new and emerging technologies, such as Internet related applications, paperless processing, imaging technology, and other document management techniques
- Ensure that financial data is presented in accordance with Generally Accepted Accounting Principles
- Provide financial statements and other mandated schedules
- Publish annual financial reports

Department of Financial Services

State and Federal Mandates

State: Annual Audit Required by Auditor of Public Accounts

Federal: Financial and Compliance Audit Pursuant to OMB Circular A-133 (Single Audit)

State: Code of Virginia

- 15.2-2511 Annual audit of local governments
- 22.1-115 System of accounting; statements of funds available; classification of expenditures.
- 22.1-123 Petty cash funds; payment of claims from petty cash
- 22.1-161.4 Disposition of proceeds from sale of bonds; separate fund

Explanation of Costs

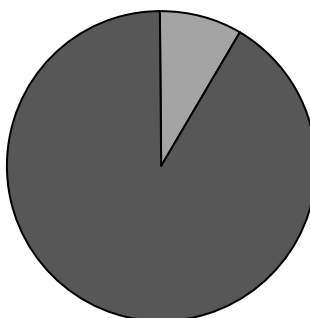
Total funding for this program is \$1.4 million; of that amount, \$1.0 million is for salaries and benefits for 14.0 positions. The remaining funding is for other service contracts and professional services required to maintain the accounting and procurement systems. As part of FY 2004 divisionwide reductions, operating expenditures and technology support in the Office of Finance were reduced by \$107,044.

Department of Financial Services

Accounts Payable Program

| Office of Finance | | | | |
|---|------------------|-----------------|------------------|-----------------|
| | FY 2003 Approved | | FY 2004 Proposed | |
| | School-based | Nonschool-based | School-based | Nonschool-based |
| | | | | |
| Total Cost | \$0 | \$1,141,733 | \$0 | \$1,105,304 |
| | | | | |
| Positions | - | 16.0 | - | 16.0 |
| | | | | |
| Program Total | | \$1,141,733 | | \$1,105,304 |
| Offsetting Revenue | | \$0 | | \$0 |
| Net Cost | | \$1,141,733 | | \$1,105,304 |
| Total Positions | | 16.0 | | 16.0 |
| Mandate See below Program Contact Doris Manyfield Phone Number 703-246-3718 | | | | |
| | | | | |
| | | | | |

Program Percentage of Total Department



8.7%

Description

This program pays vendors for the delivery of goods and services in accordance with the Code of Virginia and FCPS regulations, reimburses employees for use of privately-owned vehicles and out-of-pocket expenses incurred while conducting official business, and oversees the credit card and the Advanced Appropriated Funds (Green Dollar) programs.

Goals

- Streamline major processes
- Implement the use of the Recurring Information Management System

State and Federal Mandates

State mandates that impact this office include unclaimed property; Advanced Appropriated Program distribution; and payment documentation and retention.

Federal: 1099 Reporting

Explanation of Costs

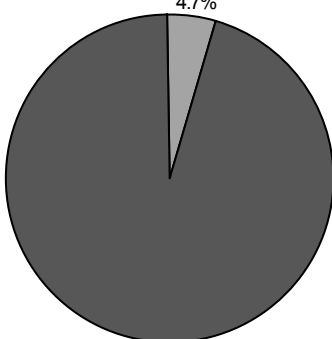
Total funding of this program is \$1.1 million, which is primarily for the salaries and benefits for 16.0 positions.

Department of Financial Services

Functional Applications Support Team Program

| Office of Finance | | | | |
|---|------------------|-----------------|------------------|-----------------|
| | FY 2003 Approved | | FY 2004 Proposed | |
| | School-based | Nonschool-based | School-based | Nonschool-based |
| | | | | |
| Total Cost | \$0 | \$570,831 | \$0 | \$591,932 |
| | | | | |
| Positions | - | 6.0 | - | 6.0 |
| | | | | |
| Program Total | | \$570,831 | \$591,932 | |
| Offsetting Revenue | | \$0 | \$0 | |
| Net Cost | | \$570,831 | \$591,932 | |
| Total Positions | | 6.0 | 6.0 | |
| <div>Mandate<div>See below</div></div> <div>Program Contact<div>Deirdre Finneran</div></div> <div>Phone Number<div>703-204-3966</div></div> | | | | |
| | | | | |
| | | | | |

Program Percentage of Total Department



Description

The Functional Applications Support Team (FAST) provides divisionwide support on the use of finance-related computer systems through telephone hotline support, documentation and how-to manuals, on-site technical assistance, and training workshops. The office also provides central review and monitoring of all divisionwide school and center audits of nonappropriated (school activity) funds.

Goals

- Prepare for implementation of the School Activity Accounting System replacement
- Streamline the audit process
- Establish financial certification program

State and Federal Mandates

State:

As stated in Chapter 240 of the Regulations Governing School Activity Funds, Section 8VAC20-240-40. Audits; monthly and annual reports: School activity funds (internal accounts) shall be audited at least once a year by a duly qualified accountant or accounting firm approved by the local school board and a copy of the audit report shall be filed in the office of the division superintendent.

Explanation of Costs

Funding for this program includes \$0.6 million for salaries and benefits for 6.0 positions and funding for supplies and training materials. The increase from FY 2003 Approved to FY 2004 Proposed is due to compensation adjustments.

Department of Financial Services

Office of Food and Nutrition Services

| | FY 2003 Approved | | FY 2004 Proposed | | This program is included in the School Food and Nutrition Services Fund. It is not included in any of the Operating Fund totals. |
|---------------------------|------------------|---------------------|---------------------|---------------------|--|
| | School-based | Nonschool-based | School-based | Nonschool-based | |
| FT Salaries | \$0 | \$2,151,661 | \$0 | \$2,219,116 | |
| PT Salaries and OT | 0 | 13,989,954 | 0 | 15,598,220 | |
| Employee Benefits | 0 | 5,625,567 | 0 | 8,593,446 | |
| Operating Expenses | 0 | 27,790,075 | 0 | 26,118,540 | |
| Total Cost | \$0 | \$49,557,257 | \$0 | \$52,529,322 | |
| | | | | | |
| Positions | - | 40.5 | - | 41.5 | |
| | | | | | |
| Office Total | | \$49,557,257 | \$52,529,322 | | |
| Offsetting Revenue | | \$49,557,257 | \$52,529,322 | | |
| Net Cost | | \$0 | \$0 | | |
| Total Positions | | 40.5 | 41.5 | | |
| | | | | | |
| Mandate | | See Below | | | |
| Director | | Penny McConnell | | | |
| Phone Number | | 703-813-4811 | | | |

Description

The Food and Nutrition Services program totals \$52.5 million for all Food Services' operational and administrative costs. This program is totally self-supporting.

Goals

The Food and Nutrition Services program, an extension of the educational program, is operated under the federally-funded National School Lunch and Child Nutrition Acts. Program objectives include improving the health of students and promoting nutrition knowledge. Special emphasis is placed on creating a positive image of food at school through an established marketing program and involvement of students in food selection and menu planning. In meeting these objectives, the program provides appealing, nutritious, high quality, safe food at minimum cost in accordance with federal law, state regulation, and local policy.

State and Federal Mandates

Menus for all programs are planned by registered dietitians to implement the Dietary Guidelines for Americans developed by the United States Department of Agriculture and the Department of Health and Human Services.

This has resulted in the preparation and service of meals with reduced fat, sodium, and sugar. To assist parents and students with special eating needs and cultural restrictions, registered dietitians annually complete nutrient analysis of all menus, ingredient lists for all foods purchased, and incorporate modified additive-free and preservative-free foods into the school menus.

Department of Financial Services

Explanation of Costs

Total funding for this program is \$52.5 million; of this amount, \$2.8 million is for salaries and benefits for 41.5 positions. An additional \$23.6 million for contracted and hourly food service personnel. Food products and supplies total \$26.1 million.

The majority of costs are directly related to procurement, storage, distribution and service of meals and other items. Food and supplies account for 47 percent of the total budget and combined with salaries, benefits and training, costs total 83 percent of the budget. Office and warehouse operations, rent, and indirect costs account for the balance.

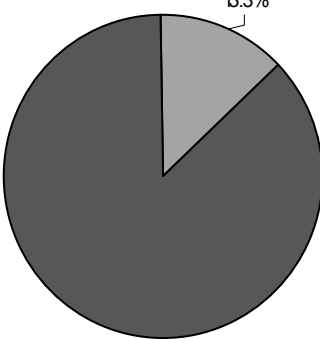
Software upgrades, eight central kitchen sites, vending operations, and truckload purchases of high volume food items have resulted in reduced fund expenditures, additional revenue and enhanced quality of the Food and Nutrition Services program.

Department of Financial Services

Office of Payroll Management

| | FY 2003 Approved | | FY 2004 Proposed | |
|---------------------------|------------------|--------------------|--------------------|--------------------|
| | School-based | Nonschool-based | School-based | Nonschool-based |
| FT Salaries | \$0 | \$1,113,785 | \$0 | \$1,149,485 |
| PT Salaries and OT | 0 | 93,541 | 0 | 105,999 |
| Employee Benefits | 0 | 286,192 | 0 | 296,089 |
| Operating Expenses | 0 | 143,525 | 0 | 131,100 |
| | | | | |
| Total Cost | \$0 | \$1,637,043 | \$0 | \$1,682,673 |
| | | | | |
| Positions | - | 21.0 | - | 21.0 |
| | | | | |
| Office Total | | \$1,637,043 | \$1,682,673 | |
| Offsetting Revenue | | \$0 | \$0 | |
| Net Cost | | \$1,637,043 | \$1,682,673 | |
| Total Positions | | 21.0 | 21.0 | |
| Mandate See Below | | | | |
| Director Mary Keninitz | | | | |
| Phone Number 703-750-8526 | | | | |

Program Percentage of Total Department



A pie chart illustrating the program's percentage of the total department. The chart is divided into two segments: a large dark gray segment representing 86.7% and a smaller light gray segment representing 13.3%. A leader line points to the light gray segment with the label '13.3%'.

Description

The Office of Payroll Management oversees and disburses wage payments and deductions for employees, manages and maintains pay and leave records, analyzes and reviews time and attendance reports, pays all insurance vendors, remits employee and employer withholding taxes, and reports tax-related data to employees and taxation agencies, manages the direct deposit systems, oversees child support garnishments and other lien withholdings, administers tax deferred annuity program, and maintains the payroll portion of the automated payroll/human resources system. The Office of Payroll Management also has oversight of the Worker's Compensation portion of the Insurance Fund that includes 1.3 positions and analyzes and reports on the financial activity and status of the Health and Flexible Benefits Fund that includes 6.5 positions.

Goal

- Provide a consistently high level of service to employees and ensure the timely and accurate processing of the payrolls
- Provide enhanced and accessible information to employees through improved Web presence and self-service offering of FCPS Intranet
- Continue customer service initiatives via training and surveys
- Streamline TDA process to make it more efficient

Department of Financial Services

State and Federal Mandates

The Code of Virginia outlines specific mandates in Title 22.1-296 to “provide for the payment of teachers, principals, assistant principals and other employees.” In addition, the Office of Payroll Management is guided by several specific sections of the federal and multiple states code regarding reporting procedures, vendor payments, retirement contributions, taxes, wages, social security, garnishments, child support, and liens.

Explanation of Costs

Total funding for this program is \$1.7 million; of that amount, \$1.4 million is for salaries and benefits for 21.0 positions. The remaining funding is for paychecks and payroll advice forms used in producing the payroll, overtime and hourly needs during peak periods, and the remaining funds are for other professional services and contracts, and general office supplies. As part of divisionwide reductions in the Office of Payroll Management, operating expenditures were reduced by \$23,500.

Department of Financial Services

Office of Supply Operations

| | FY 2003 Approved | | FY 2004 Proposed | |
|---------------------------|------------------|--------------------|------------------|--------------------|
| | School-based | Nonschool-based | School-based | Nonschool-based |
| FT Salaries | \$0 | \$2,815,108 | \$0 | \$2,932,587 |
| PT Salaries and Overtime | 0 | 195,678 | 0 | 181,573 |
| Employee Benefits | 0 | 720,237 | 0 | 748,590 |
| Operating Expenses | 0 | 522,643 | 0 | 531,941 |
| | | | | |
| Total Cost | \$0 | \$4,253,666 | \$0 | \$4,394,691 |
| | | | | |
| Positions | - | 65.0 | - | 65.0 |
| | | | | |
| Office Total | | \$4,253,666 | | \$4,394,691 |
| Offsetting Revenue | | \$0 | | \$0 |
| Net Cost | | \$4,253,666 | | \$4,394,691 |
| Total Positions | | 65.0 | | 65.0 |

Support Programs within the Office of Supply Operations:

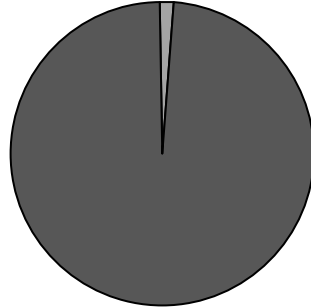
- Office Oversight
- Inventory and Warehouse Management
- Procurement Services

Department of Financial Services

Office Oversight

| Office of Supply Operations | | | | | | | | |
|---|------------------|-----------------|------------------|-----------------|-----------------------------|--|--|--|
| | FY 2003 Approved | | FY 2004 Proposed | | | | | |
| | School-based | Nonschool-based | School-based | Nonschool-based | | | | |
| | | | | | | | | |
| Total Cost | \$0 | \$166,635 | \$0 | \$176,413 | | | | |
| | | | | | | | | |
| Positions | - | 2.0 | - | 2.0 | | | | |
| | | | | | | | | |
| Program Total | | \$166,635 | \$176,413 | | | | | |
| Offsetting Revenue | | \$0 | \$0 | | | | | |
| Net Cost | | \$166,635 | \$176,413 | | | | | |
| Total Positions | | 2.0 | 2.0 | | | | | |
| Mandate Director Phone Number | | | | | | | | |
| | | | | | None | | | |
| | | | | | Tony Crosby 703-658-3840 | | | |

Program Percentage of Total Department



1.4%

Description

Provide procurement and materials management support to FCPS.

Goal

- Provide assistance and guidance to all programs in the Office of Supply Operations

Explanation of Costs

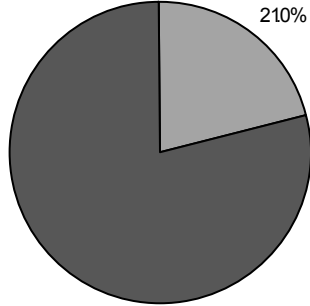
Funding is for salaries and benefits for the director and administrative assistant.

Department of Financial Services

Inventory and Warehouse Management Program

| Office of Supply Operations | | | | |
|-----------------------------|------------------|-----------------|------------------|-----------------|
| | FY 2003 Approved | | FY 2004 Proposed | |
| | School-based | Nonschool-based | School-based | Nonschool-based |
| | | | | |
| Total Cost | \$0 | \$2,587,247 | \$0 | \$2,661,729 |
| | | | | |
| Positions | - | 45.0 | - | 45.0 |
| | | | | |
| Program Total | | \$2,587,247 | \$2,661,729 | |
| Offsetting Revenue | | \$0 | \$0 | |
| Net Cost | | \$2,587,247 | \$2,661,729 | |
| Total Positions | | 45.0 | 45.0 | |
| Mandate | | | | |
| None | | | | |
| Program Contact | | | | |
| Tony Crosby | | | | |
| Phone Number | | | | |
| 703-658-3840 | | | | |

Program Percentage of Total Department



210%

Description

Operate an internal FCPS distribution system that delivers instructional and custodial materials, forms, and Instructional Materials Processing Center (IMP) science kits; operate the internal mail system and a central outgoing US Mail Center; distribute products and accountability of the central warehouse for instructional materials, custodial products, and equipment; and dispose of surplus equipment and textbooks.

Goal

- To increase operational efficiency, economy, and effectiveness by initiating workflow improvements, technology, and client centered decision making

Explanation of Costs

Funding for this program includes \$2.7 million for salaries and benefits for 45.0 positions. The remaining funding is for general office supplies and equipment, and for temporary and hourly assistance and overtime during peak periods. Part-time hourly funding of \$135,757 represents 6.0 full-time equivalent positions.

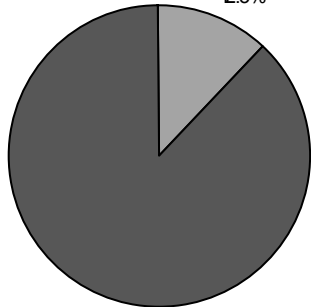
As part of FY 2004 divisionwide reductions, operating expenditures in the Inventory and Warehouse Management Program were reduced by \$25,095.

Department of Financial Services

Procurement Services Program

| Office of Supply Operations | | | | |
|-----------------------------|------------------|-----------------|------------------|-----------------|
| | FY 2003 Approved | | FY 2004 Proposed | |
| | School-based | Nonschool-based | School-based | Nonschool-based |
| | | | | |
| Total Cost | \$0 | \$1,499,785 | \$0 | \$1,556,548 |
| | | | | |
| Positions | - | 18.0 | - | 18.0 |
| | | | | |
| Program Total | \$1,499,785 | | \$1,556,548 | |
| Offsetting Revenue | \$0 | | \$0 | |
| Net Cost | \$1,499,785 | | \$1,556,548 | |
| Total Positions | 18.0 | | 18.0 | |
| Mandate See Below | | | | |
| Program Contact Tony Crosby | | | | |
| Phone Number 703-658-3840 | | | | |

Program Percentage of Total Department



2.3%

Description

Provide procurement support to schools, centers, and offices; provide technology support for automated procurement systems; and provide technology support for the local area network in the Forte Support Center.

Goal

- To seek and apply innovative solutions to meet the current and future procurement needs of Fairfax County Public Schools

State, County, and Federal Mandates

Virginia Public Procurement Act (Chapter 43 of Title 2.2 of the Code of Virginia, Sections 2.2-4300 thru 2.2-4377, as Fairfax County Purchasing Resolution

FCPS Procurement of Professional and Consultant Services Policy (7418.3)

These documents define the scope of authority and the requirements for public entities entering into contracts with vendors for purchasing goods and services.

Explanation of Costs

Funding for this program includes \$1.2 million for salaries and benefits for 18.0 positions. The remaining funding is for overtime and hourly assistance during peak periods, freight management, and general office supplies.

