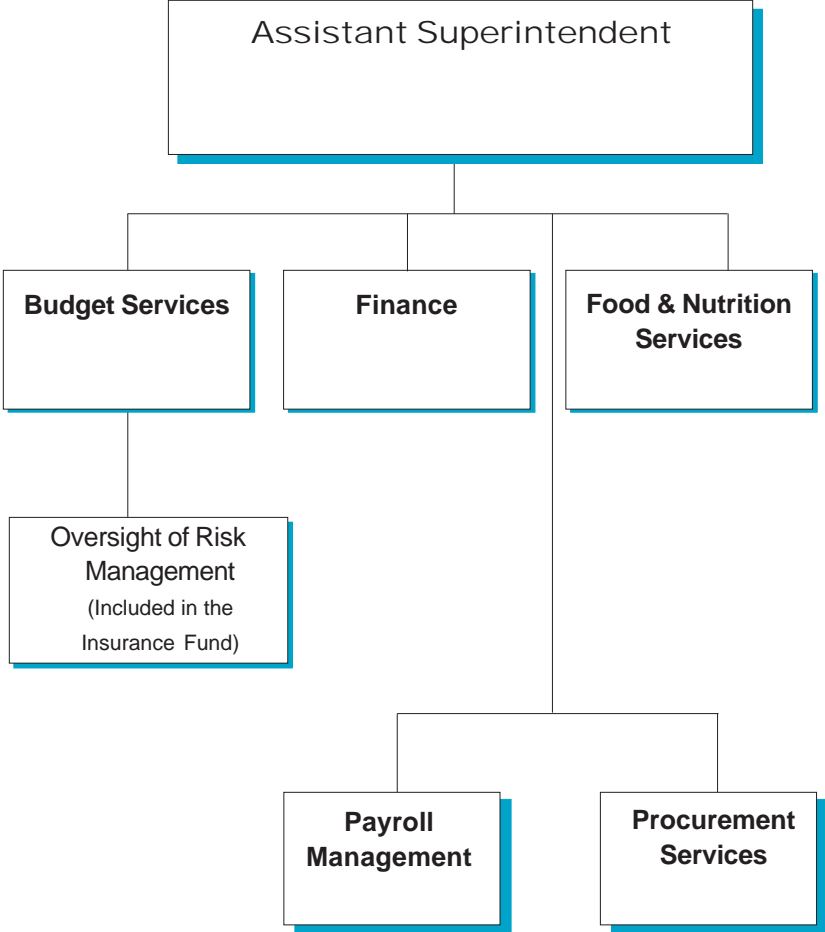


# Department of Financial Services



## Offices

**Assistant Superintendent ..... 252**

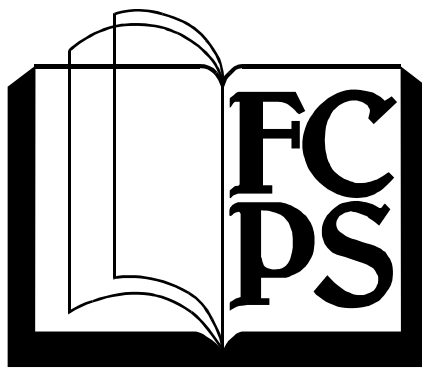
**Budget Services ..... 253**

**Finance ..... 255**

**Food & Nutrition Services ..... 257**

**Payroll Management ..... 258**

**Procurement Services .... 259**



# Department of Financial Services

	FY 2006			
	Amount		Positions	
	School- Based	Nonschool- Based	School- Based	Nonschool- Based
<b>Instructional Programs:</b>				
Not Applicable				
<b>Total Instructional Programs</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0</b>	<b>0.0</b>
<b>Support Programs:</b>				
Office of the Assistant Superintendent		\$375,565		3.0
Office of Budget Services		3,196,088		29.8
Office of Finance		2,994,990		31.0
Office of Food and Nutrition Services		69,494,036		41.5
Office of Payroll Management		1,817,714		21.0
Office of Procurement Services		5,842,301		74.0
<b>Total Support Programs</b>	<b>\$0</b>	<b>\$83,720,694</b>	<b>0.0</b>	<b>200.3</b>
<b>TOTAL DEPARTMENT</b>	<b>\$0</b>	<b>\$83,720,694</b>	<b>0.0</b>	<b>200.3</b>

## Department Mission

The mission of the Department of Financial Services (DFS) 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. The department also serves schools, centers, and departments through procurement of materials and equipment, operating an internal mail courier system, and by providing nutritious meals for students. DFS continues to provide 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 and to communicate financial issues to the public.

# Department of Financial Services

## Office of Assistant Superintendent

	FY 2005 Approved		FY 2006 Proposed	
	School-Based	Nonschool-Based	School-Based	Nonschool-Based
<b>Office Expenditures</b>				
FT Salaries	\$0	\$244,529	\$0	\$273,336
PT Salaries and Overtime	0	564	0	555
Employee Benefits	0	73,164	0	87,564
Operating Expenses	0	14,177	0	14,110
<b>Total Cost</b>	<b>\$0</b>	<b>\$332,434</b>	<b>\$0</b>	<b>\$375,565</b>
<b>Positions</b>	<b>0</b>	<b>3.0</b>	<b>0</b>	<b>3.0</b>
<b>Total Program</b>		<b>\$332,434</b>		<b>\$375,565</b>
<b>Offsetting Revenue</b>		<b>\$0</b>		<b>\$0</b>
<b>Net Cost</b>		<b>\$332,434</b>		<b>\$375,565</b>
<b>Total Positions</b>		<b>3.0</b>		<b>3.0</b>
<b>Mandates</b>	None			
<b>Program Contact</b>	Deirdra McLaughlin			
<b>Phone Number</b>	703-246-2811			
<b>Web site</b>	<a href="http://www.fcps.edu/fs/">www.fcps.edu/fs/</a>			

### Office Overview

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.

### Explanation of Costs

Funding for salaries and benefits reflect increases due to compensation adjustments.

# Department of Financial Services

## Office of Budget Services

	FY 2005 Approved		FY 2006 Proposed	
	School-Based	Nonschool-Based	School-Based	Nonschool-Based
<b>Office Expenditures</b>				
FT Salaries	\$0	\$2,127,773	\$0	\$2,197,131
PT Salaries and Overtime	0	27,527	0	38,704
Employee Benefits	0	638,374	0	706,480
Operating Expenses	0	203,773	0	253,773
<b>Total Cost</b>	<b>\$0</b>	<b>\$2,997,447</b>	<b>\$0</b>	<b>\$3,196,088</b>
<b>Positions</b>	<b>0</b>	<b>30.8</b>	<b>0</b>	<b>29.8</b>
<b>Total Program</b>		<b>\$2,997,447</b>		<b>\$3,196,088</b>
<b>Offsetting Revenue</b>		<b>\$0</b>		<b>\$0</b>
<b>Net Cost</b>		<b>\$2,997,447</b>		<b>\$3,196,088</b>
<b>Total Positions</b>		<b>30.8</b>		<b>29.8</b>
<b>Mandates</b>	Code of Virginia, section 22.1-92			
<b>Program Contact</b>	Mario Schiavo, Acting Director			
<b>Phone Number</b>	703-246-3699			
<b>Web site</b>	<a href="http://www.fcps.edu/fs/budget/">www.fcps.edu/fs/budget/</a>			

### Office Overview

The Office of Budget Services provides oversight and support to the Budget and Grants Development Programs, and the Financial Services Support Team. It 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. It also provides guidance to the Grants Development Program in soliciting grant funds targeting the needs of Fairfax County Public Schools. Additionally, the Office of Budget Services has responsibility for oversight of the risk management portion of the Insurance Fund.

#### **Budget Program – Mario Schiavo, Acting Director, 703-246-3699**

The office provides the framework for all financial decision making through the budget process. The Office of 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.

# Department of Financial Services

## **Financial Services Support Team – Lynne Venter, 703-246-6752**

The Financial Services Support Team provides divisionwide support to schools for all appropriated and nonappropriated funds, primarily through a support team that operates a helpline and responds to a broad range of inquiries. The program also provides divisionwide support on the use of finance-related computer systems through telephone helpline support, documentation and how-to manuals, on-site technical assistance, and training workshops. The office reviews and monitors all divisionwide school and center audits of nonappropriated (school activity) funds.

## **Grants Development – Pamela Tobey, 703-246-2114**

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.

## **Risk Management – Roger Webb, 703-246-3700**

The Risk Management Program is committed to minimizing and controlling all risks to the safety of students, citizens, and staff, and to the financial resources of the school division. To meet its objectives, this program purchases various insurance policies, administers the School Board's liability self-insurance program, performs risk assessments of proposed activities and events for schools and support offices, maintains and utilizes a comprehensive database of claims and losses, and develops loss prevention and loss control treatments.

## **Explanation of Costs**

Funding for salaries and benefits reflect increases due to compensation adjustments offset by the transfer of a 1.0 technician position to DIT. A technician position was moved from the Office of Budget Services to the Department of Information Technology at the FY 2004 Final Budget Review as part of departmental reorganizations. Part-time hourly funding represents approximately 1.6 full-time equivalent positions. Operating expenses include funding of \$150,000 for local school activity funds system support, \$36,400 for printing of budget documents, and \$30,000 for equipment.

# Department of Financial Services

## Office of Finance

	FY 2005 Approved		FY 2006 Proposed	
	School-Based	Nonschool-Based	School-Based	Nonschool-Based
<b>Office Expenditures</b>				
FT Salaries	\$0	\$1,770,331	\$0	\$1,881,212
PT Salaries and Overtime	0	121,977	0	125,341
Employee Benefits	0	538,714	0	611,951
Operating Expenses	0	351,950	0	376,486
<b>Total Cost</b>	<b>\$0</b>	<b>\$2,782,972</b>	<b>\$0</b>	<b>\$2,994,990</b>
<b>Positions</b>	<b>0</b>	<b>31.0</b>	<b>0</b>	<b>31.0</b>
<b>Total Program</b>		<b>\$2,782,972</b>		<b>\$2,994,990</b>
<b>Offsetting Revenue</b>		<b>\$0</b>		<b>\$0</b>
<b>Net Cost</b>		<b>\$2,782,972</b>		<b>\$2,994,990</b>
<b>Total Positions</b>		<b>31.0</b>		<b>31.0</b>
<b>Mandates</b>	None			
<b>Program Contact</b>	Connie Downing			
<b>Phone Number</b>	703-246-6700			
<b>Web site</b>	<a href="http://www.fcps.edu/fs/finance/">www.fcps.edu/fs/finance/</a>			

### Office Overview

The Office of Finance maintains financial records in accordance with generally accepted accounting principles, ensures the integrity of the divisionwide financial systems and makes timely payments to vendors.

#### **Accounts Payable Program – Doris Manyfield, 703-246-3718**

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.

#### **Financial Systems and Controls – Mahmood Sheikh, 703-246-6730**

This program maintains the accounting system for all school funds and all capital assets using FASGOV System (FAMIS), Fixed Assets Accounting Control System (FAACS), and Data Warehouse and produces and distributes financial reports to schools and offices.

#### **General Accounting Program – Anita Kapper, 703-246-6710**

The general accounting section performs analytical reviews and account reconciliations for all FCPS funds, including fixed assets; prepares the comprehensive annual financial report in accordance with the Governmental Accounting Standard Board (GASB); and prepares the state-mandated annual school report and other management reports.

# Department of Financial Services

## **Explanation of Costs**

Funding for salaries and benefits reflect increases due to compensation adjustments. Part-time hourly funding represents approximately 5.1 full-time equivalent positions. Operating expenses include funding of \$270,000 for FAMIS, BPREP, FAACS, and CASPS systems support.

# Department of Financial Services

## Office of Food and Nutrition Services

	FY 2005 Approved		FY 2006 Proposed	
	School-Based	Nonschool-Based	School-Based	Nonschool-Based
<b>Office Expenditures</b>				
FT Salaries	\$0	\$2,264,802	\$0	\$2,377,826
PT Salaries and Overtime	0	15,711,885	0	17,584,415
Employee Benefits	0	7,908,402	0	10,858,043
Operating Expenses	<u>0</u>	<u>25,678,540</u>	<u>0</u>	<u>38,673,752</u>
<b>Total Cost</b>	<b>\$0</b>	<b>\$51,563,629</b>	<b>\$0</b>	<b>\$69,494,036</b>
<b>Positions</b>	<b>0</b>	<b>41.5</b>	<b>0</b>	<b>41.5</b>
<b>Total Program</b>		<b>\$51,563,629</b>		<b>\$69,494,036</b>
<b>Offsetting Revenue</b>		<b><u>51,563,629</u></b>		<b><u>69,494,036</u></b>
<b>Net Cost</b>		<b>\$0</b>		<b>\$0</b>
<b>Total Positions</b>		<b>41.5</b>		<b>41.5</b>
<b>Mandate</b>	Child Nutrition WIA Reauthorization Act - Public Law 108-265			
<b>Program Contact</b>	Penny McConnell			
<b>Phone Number</b>	703-813-4811			
<b>Web site</b>	<a href="http://www.fcps.edu/fs/food/">www.fcps.edu/fs/food/</a>			

### Office Overview

The Food and Nutrition Services program totals \$69.5 million for all Food Services' operational and administrative costs. This program is totally self-supporting. Costs for this program are included in the School Food and Nutrition Services Fund.

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.

### Explanation of Costs

Funding for salaries and benefits reflect increases due to compensation adjustments. Operating expenditures reflect increases in food, supplies, other services, and vehicle fuel and maintenance. At the FY 2005 Midyear Budget Review, the Food and Nutrition Services general reserve was included in the operating expenditures category.

# Department of Financial Services

## Office of Payroll Management

	FY 2005 Approved		FY 2006 Proposed	
	School-Based	Nonschool-Based	School-Based	Nonschool-Based
<b>Office Expenditures</b>				
FT Salaries	\$0	\$1,161,768	\$0	\$1,204,300
PT Salaries and Overtime	0	45,693	0	46,724
Employee Benefits	0	350,899	0	389,190
Operating Expenses	0	166,100	0	177,500
<b>Total Cost</b>	<b>\$0</b>	<b>\$1,724,460</b>	<b>\$0</b>	<b>\$1,817,714</b>
<b>Positions</b>	<b>0</b>	<b>21.0</b>	<b>0</b>	<b>21.0</b>
<b>Total Program</b>		<b>\$1,724,460</b>		<b>\$1,817,714</b>
<b>Offsetting Revenue</b>		<b>\$0</b>		<b>\$0</b>
<b>Net Cost</b>		<b>\$1,724,460</b>		<b>\$1,817,714</b>
<b>Total Positions</b>		<b>21.0</b>		<b>21.0</b>
<b>Mandates</b>	Code of Virginia, Title 22.1-296			
<b>Program Contact</b>	Mary Keninitz			
<b>Phone Number</b>	703-750-8526			
<b>Web site</b>	<a href="http://www.fcps.edu/fs/payroll/">www.fcps.edu/fs/payroll/</a>			

### Office Overview

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 reporting, pays all insurance vendors, remits employee and employer withholding taxes, reports tax-related data to employees and taxation agencies, manages the direct deposit systems, oversees child support garnishments and other lien withholdings, administers the tax deferred annuity programs, analyzes and reports on the financial activity and status of the Health and Flexible Benefits Fund, processes Workers' Compensation claims payments, and maintains the payroll portion of the automated payroll/human resources system.

### Explanation of Costs

Funding for salaries and benefits reflect increases due to compensation adjustments. Part-time hourly funding represents approximately 1.9 full-time equivalent positions. Operating expenses include funding for staff development, software maintenance contracts, and printing.

# Department of Financial Services

## Office of Procurement Services

	FY 2005 Approved		FY 2006 Proposed	
	School-Based	Nonschool-Based	School-Based	Nonschool-Based
<b>Office Expenditures</b>				
FT Salaries	\$0	\$3,710,181	\$0	\$3,931,680
PT Salaries and Overtime	0	187,791	0	221,153
Employee Benefits	0	1,123,821	0	1,275,839
Operating Expenses	0	629,768	0	413,629
<b>Total Cost</b>	<b>\$0</b>	<b>\$5,651,561</b>	<b>\$0</b>	<b>\$5,842,301</b>
<b>Positions</b>	<b>0</b>	<b>74.0</b>	<b>0</b>	<b>74.0</b>
<b>Total Program</b>		<b>\$5,651,561</b>		<b>\$5,842,301</b>
<b>Offsetting Revenue</b>		<b>\$0</b>		<b>\$0</b>
<b>Net Cost</b>		<b>\$5,651,561</b>		<b>\$5,842,301</b>
<b>Total Positions</b>		<b>74.0</b>		<b>74.0</b>
<b>Mandates</b>	None			
<b>Program Contact</b>	Tony Crosby			
<b>Phone Number</b>	703-658-3601			
<b>Web site</b>	<a href="http://www.fcps.edu/fs/procurement/">www.fcps.edu/fs/procurement/</a>			

### Office Overview

Provide procurement and materials management support to FCPS.

#### **Inventory and Warehouse Management - Craig Soderberg, 703-658-3642**

Operate an internal FCPS distribution system that delivers instructional and custodial materials, forms, and Instructional Programs Service Center (IPSC)) 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.

#### **Purchasing - Tony Crosby, 703-658-3601**

Provide procurement support to schools, centers, and offices; provide technology support for automated procurement systems.

#### **Financial Services FASTeam - Jim Watts, 703-658-3702**

The Financial Services FASTeam coordinates the implementation of computer technology for the offices of Procurement Services, Budget Services, and Finance. The FS FASTeam administers classes for users in support of all department applications. The team maintains a help line, the Internet and Intranet web pages for the department, as well as participates in numerous school and county advisory committees and user groups. The FASTeam provides computer programming services and new applications in support of the departmental mission.

# Department of Financial Services

## **Explanation of Costs**

Funding for salaries and benefits reflect increases due to compensation adjustments. Part-time hourly funding represents approximately 9.0 full-time equivalent positions. Operating expenses include: \$195,629 for shipping textbooks to schools; \$45,000 for textbook rebinding; \$35,000 for the textbook contractor; and \$30,000 for staff development to maintain professional certifications. As a result of the toner recycling program budget being transferred to a centrally managed account, operating expenses have decreased for FY 2006.