MEMO TO THE BOARD OF EDUCATION

To: The RSD17 Board of Education
Date: 10/5/2023
Submitted for Board meeting dated: 10/10/2023
Re: Budget Transfers
Purpose of memo: Approve budget transfers to allocate substitute expenses (Teachers, Long term subs, Paraeducators) across individual locations.
Executive Summary: To better manage substitute expenses and give greater clarity, budgets will be allocated across schools based on current FTE.

Board Action:
The Board is asked to approve the budget request as noted above.

Next Steps:
Create new accounts and transfer the allocated amounts to the proper locations. Develop a procedure to segregate substitute expenses as incurred, and charge to correct accounts.

CC:
Board Administrator
Superintendent of Schools

Enclosures:
-Budget transfer spreadsheet

FY 23-24 Budget transfer requests

09/26/2023 FInSub meeting (allocate sub budget to locations)

Account Name	Account Number	proposed transfer	
FROM:			
Substitute Salary, Teacher	01.01106.121.111.121.5	-$166,678.75	
Substitute Salary, Para	01.01106.121.112.121.5	-$39,996.00	
Long term Substitue Teacher	01.01106.121.606.121.5	-$129,142.75	
	Subtotal	-$335,817.50	
TO:			Allocate sub costs to locations
Sub, Teacher, KES	01.01106.121.102.111.5	$24,571.60	
Sub, Teacher, BES	01.01106.121.104.111.5	$27,321.48	
Sub, Teacher, HKIS	01.01106.121.201.111.5	$22,797.47	
Sub, Teacher, HKMS	01.01106.121.203.111.5	$39,917.74	
Sub, Teacher, HKHS	01.01106.121.205.111.5	$52,070.48	
Sub, Para, KES	01.01106.121.102.112.5	$12,771.31	
Sub, Para, BES	01.01106.121.104.112.5	$8,410.37	
Sub, Para, HKIS	01.01106.121.201.112.5	$7,226.69	
Sub, Para, HKMS	01.01106.121.203.112.5	$7,226.69	
Sub, Para, HKHS	01.01106.121.205.112.5	$4,360.93	
Sub, Long term, KES	01.01106.121.102.113.5	$19,038.07	
Sub, Long term, BES	01.01106.121.104.113.5	$21,168.69	
Sub, Long term, HKIS	01.01106.121.201.113.5	$17,663.48	
Sub, Long term, HKMS	01.01106.121.203.113.5	$30,928.28	
Sub, Long term, HKHS	01.01106.121.205.113.5	$40,344.22	
	subtotal	$335,817.50	
	Grand total	$0.00	