

To: Board of Education

Date: 2/7/2024

Submitted for BOE meeting dated: 2/13/2024

Re: Budget Transfers

Purpose of memo: Board Action Required

Executive Summary: *Initiate line-item transfers which cross the “broad budget categories” as established in BOE Policy 3110. Transfers were approved by the Finance & Facilities Committee 2/7/2024*

BOE Action: *Approval of (2) budget transfer requests, control numbers 2024-01 and 2024-02.*

- *Budget Transfer 2024-1: Transfer from salary-related accounts to Professional Services to cover finance support staff contracted through LEARN. Requested by Ben Whittaker, Director- Finance and Operations*
- *Budget Transfer 2024-2: Transfer from Training to Equipment to partially cover equipment costs related to the “Project Lead the Way” program. While the request crosses broad budget categories, it is within the same operational program/initiative. Requested by Donna Hayward, Principal- HKHS.*

Next Steps: *No Further BOE action required. Finance Department will execute the transfers.*

CC:

Sarah Kaiser, BOE Secretary

Jeffrey Wihbey, Superintendent of Schools

Enclosures:

BOE Budget Transfer Request Control Number 2024-1

BOE Budget Transfer Request Control Number 2024-2



Finance and Operations

BOE Budget Transfer Request

FY2024

Control Number (Assigned by Finance)

2024-01

Background and Purpose: Board of Education Policy 3110 requires BOE approval for budget tranfers between the following **broad** budgetary category: Salaries, Employee Benefits, Purchased Services, Tuition-Public In-State, Tuition-All Other, Supplies, Property, Utilities, Grounds Maintenance, Other. Transfer of funds WITHIN these categories are conducted by Administration and are outside the scope of this form. This form can be submitted by any admistrator for consideration, but can only be actioned by the Director of Finance and Operations and the Superintendent. The proposed transfer is brought the the Finance and Facilities sub-committee for approval before going before the full BOE.

Requested By (Must be a member of the Administrative Team):

Ben Whittaker

Date Submitted:

1/10/2024

Reason for Transfer: *Please explain why the transfer is required and what the funds will be used for in the new location.*

Contract with LEARN commenced 7/1/2023 to provide financial support staff and services in lieu of the RSD17 utilizing in-house personnel. No in-house Finance Department support staff costs have been incurred in FY24. This transfer moves the cost of the LEARN contract from Salaries to Purchased Services, where it has been booked YTD in FY24..

From			To		
Account	Account Description	Amount	Account	Account Description	Amount
01.02520.112.606.000.5	Finance Support Salaries	\$ 270,600	01.02520.330.606.000.5	Professional Services, Finance	\$ 315,368
01.02129.250.606.000.5	Social Security- Employer	\$ 16,777			
01.02129.265.606.000.5	Medicare-Employer	\$ 3,924			
01.02129.220.606.000.5	Health Insurance	\$ 24,067			
Total		<u>\$ 315,368</u>	Total		<u>\$ 315,368</u>

F/F Committee Approval Date

2/7/2024

BOE Approval Date



Finance and Operations

BOE Budget Transfer Request

FY2024

Control Number (Assigned by Finance)

2024-02

Background and Purpose: Board of Education Policy 3110 requires BOE approval for budget tranfers between the following **broad** budgetary category: Salaries, Employee Benefits, Purchased Services, Tuition-Public In-State, Tuition-All Other, Supplies, Property, Utilities, Grounds Maintenance, Other. Transfer of funds WITHIN these categories are conducted by Administration and are outside the scope of this form. This form can be submitted by any admrstrator for consideration, but can only be actioned by the Director of Finance and Operations and the Superintendent. The proposed transfer is brought the the Finance and Facilities sub-committee for approval before going before the full BOE.

Requested By (Must be a member of the Administrative Team):

Donna Haywood

Date Submitted:

11/21/2023

Reason for Transfer: *Please explain why the transfer is required and what the funds will be used for in the new location.*

Transfer is needed for Project Lead the Way new machine costs. This transfer moves the budgeted amount from PLTW Training to PLTW New Equipment, where it has been charged to in FY 24.

From			To		
Account	Account Description	Amount	Account	Account Description	Amount
01.01112.322.205.000.5	Project Lead the Way, Training, HKHS	\$ 7,310	01.01112.730.205.000.5	HKHS	\$ 7,310
Total		\$ 7,310	Total		\$ 7,310

F/F Committee Approval Date

BOE Approval Date