

To: Board of Education

Date: 9/10/2024

Submitted for BOE meeting dated: 9/17/2024

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.*

BOE Action: *Approval of (1) budget transfer requests, control numbers 2025-4.*

- *Budget Transfer 2025-4: Transfer from Software, Admin, to Professional Dev., Admin, requested by Dorothy Ventura, Principal-HKMS. \$5,005.00*

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

CC:

Sarah Kaiser, BOE Secretary

Jeffrey Wihbey, Superintendent of Schools



Finance and Operations

Budget Transfer Request

FY2025

2025-4

Background and Purpose: Board of Education Policy 3110 allows for budget administrators to request transfers between accounts throughout the year, as long as funds are transferred WITHIN the same **broad** budgetary category: Salaries, Employee Benefits, Purchased Services, Tuition-Public In-State, Tuition-All Other, Supplies, Property, Utilities, Grounds Maintenance, Other. Transfer of funds BETWEEN these categories requires BOE approval and is outside the scope of this form. This form enables budget administrators to transfer funds within a category for accounts under their control, as long as an acceptable rationale for the transfer is provided. This completed form must be sent via e-mail from a member of the Administrative Team to the Finance Department. Upon approval, Finance will make the transfer and inform the requestor of completion. Please fill in the fields shaded in green.

Requested By (Must be a member of the Administrative Team):	Dorothy Ventura	Date Submitted:	8/29/2024
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Reason for Transfer: *Please explain why the transfer is required and what the funds will be used for in the new location.*

Transfer of approved funds for SAM training/PD/Conference.

From			To		
Account	Account Description	Amount	Account	Account Description	Amount
<i>Example:</i>					
01.01114.641.205.000.5	Textbooks, Social Studies, HKHS	\$ 1,000	01.01103.641.205.000.5	Textbooks, Language Arts, HKHS	\$ 1,000
01.02490.695.203.000.5	Software, Admin	\$ 5,005	01.02490.322.203.000.5	Professional Devel., Admin, HKMS	\$ 5,005
Total		\$ 5,005	Total		\$ 5,005

Please E-mail completed form to Rachel Ricard, Senior Accountant