

MEMO TO THE BOARD OF EDUCATION

To: The RSD17 Board of Education

Date: 10/9/2024

Submitted for Board meeting dated: 10/15/2024

Re: *Budget Transfer*

Purpose of memo: *Board Action required*

Executive Summary: *Initiate line item transfers which cross the “broad budget categories” as established in BOE Policy 3100.*

Board Action: *Approval of (1) budget transfer request, control number 2025-5*

- *Budget Transfer 2025-5:*
 - *\$1,050*
 - *Transfer from HKHS Purchased Services, Athletics*
 - *Transfer to HKHS Software, Athletics*
 - *Purpose: To cover Athletic Software increase (subscription renewal)*

Next Steps: *No further BOE action required. Finance department will execute the transfer.*

CC:

Board Administrator

Superintendent of Schools

Enclosures:

N/A



Finance and Operations

Budget Transfer Request

FY2025

2025-5

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):

Donna Hayward

Date Submitted:

9/17/2024

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

To cover Athletic software increase in renewal subscription

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
01.02901.430.205.000.5	HKHS Purchase Services, Athletics	\$ 1,050	01.02901.695.205.000.5	HKHS Software, Athletics	\$ 1,050
Total		\$ 1,050	Total		\$ 1,050

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