MEMO TO THE BOARD OF EDUCATION

To: The RSD17 Board of Education
Date: *11/6/24*
Submitted for Board meeting dated: *11/19/2024*
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 2025-6*

- ***Budget Transfer 2025-6: $44.00***
  - *TRANSFER AMOUNT: $29*
  - *TRANSFER FROM: Other Supply, KES; 01.01106.690.102.000.5*
  - *TRANSFER AMOUNT: $15*
  - *TRANSFER FROM: Instructional Supply, General, KES; 01.01106.611.102.000.5*
  - *TRANSFER TO: New Equipment, General, KES; 01.01106.730.102.000.5*
  - *PURPOSE/REASON: Walkie Talkie needed for one-on-one student support*

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

2025-6

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):	Dennis Reed	**Date Submitted:**	11/1/2024

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

Walkie Talkie needed for one-on-one student support

From			To		
Account	**Account Description**	**Amount**	**Account**	**Account Description**	**Amount**
Example:					
01.01114.641.205.000.5	*Textbooks, Social Studies, HKHS*	*$ 1,000*	*01.01103.641.205.000.5*	*Textbooks, Language Arts, HKHS*	*$ 1,000*
01.01106.690.102.000.5	Other Supply, KES	$ 29	01.01106.730.102.000.5	New Equipment, General, KES	$ 44
01.01106.611.102.000.5	Instructional Supply, General, KES	$ 15			
	Total	**$ 44**		**Total**	**$ 44**

Please E-mail completed form to Kristine Pember, Accountant