



Finance and Operations

Budget Transfer Request 22-2025

FY2025

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):

Alison Pierce

Date Submitted:

6/12/2025

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

End of Year Expenses: KES & BES Building Improvement Updates from the Capital Project List including: BES & KES Viewboards to complete the elementary school, ballistic window film for KES since it was allotted for this coming summer, carpeting for KES classrooms and hallways, BES library carpeting, painting for both elementary schools, and a new carpet cleaner for KES as ours was deemed too old for repairs as of 6/9/2025

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
			01.02225.734.102.000.5	New Equipment, Technology, KES	\$ 8,100
			01.02225.734.104.000.5	New Equipment, Technology, BES	\$ 8,100
			01.02540.720.102.000.5	Building Improvement, KES	\$ 15,000
			01.02540.720.102.000.5	Building Improvement, KES	\$ 20,929
			01.02540.720.102.000.5	Building Improvement, KES	\$ 105,283
			01.02540.720.102.000.5	Building Improvement, KES	\$ 7,000
			01.02540.720.104.000.5	Building Improvement, BES	\$ 8,109
			01.02540.720.104.000.5	Building Improvement, BES	\$ 26,788
Total		\$ -	Total		
			\$ 199,309		

Please E-mail completed form to Kristine Pember, Accountant

KES	Description	Total
Viewboards:	Viewboards to complete the elementary school. Six viewboards @ \$1350.00	\$8,100.00
Ballistic Window Film:	Ballistic Window Film for Classrooms	\$15,000
Painting:	Locations within school, exact locations TBD 6/19/2025 w/ vendor Classrooms: 6, 7, 8, 9, 10, 19, 20, 21, 22 = \$63,231.00. Library: \$14,853.00. Front Hallway/Main Office \$27198.66	\$20,929.00
Carpet:	KES Carpet Cleaner deemed unrepairable 6/9/2025 due to age of unit	\$105,283
Equipment:		\$7,000.00
TOTAL:		\$156,311.66

BES	Description	Total
Viewboards:	Viewboards to complete the elementary school. Six viewboards @ \$1350.00	\$8,100.00
Painting:	3rd Grade Classrooms & Hallway, Library, Psych Office	\$8,109.00
Carpet:	Library Carpeting \$20,313.78, Staff Room being turned into classroom \$6,374.50	\$26,788
TOTAL:		\$42,997.28