



# Lewiston-Porter Central School District

One Purpose, Your Pathway, Our Promise.

To: Paul J. Casseri - Superintendent of Schools  
Board of Education

From: Donna L. Hill, Assistant Superintendent for Administrative Services

Re: Budget Transfer Request

Date: April 21, 2025

According to Board of Education policy #5140 under Business Operations, the Superintendent is authorized to transfer funds between and within functional unit appropriations with notification to be included in the next Board of Education agenda for informational purposes only.

The current practice is for any transfer over \$15,000 must be approved by the Board of Education.

This request is within the same functional department. Please note this transfer is simply to support private out of district tuition (Special Education) and is being moved from a BOCES (Special Education) tuition line. It is possible that when the budget was drafted in early 2024, it was meant to be placed into the private tuition line.

Providing full disclosure and transparency, please consider approving this transfer as there are tuition invoices awaiting payment.

Kind regards.

Donna L. Hill, Assistant Superintendent for Administrative Services  
4061 Creek Road, Youngstown, NY 14174  
Phone 716-286-7240 | Fax: 716-286-7877 | Email: [dhill@lew-port.com](mailto:dhill@lew-port.com)

Lewiston-Porter Central School District  
BUDGET TRANSFER REQUEST

TO: Donna L. Hill  
FROM: Lynn Hewitt  
DATE: 3/25/25

Please make the following transfer of funds:

<u>From Budget Code</u>	<u>To Budget Code</u>	<u>Amount*</u>	<u>Reason For Transfer</u>
A 2250.490-00-0000 BOCES Tuition	A 2250.472-00-0000 Tuition - All Other	\$152,000	June Tuition bills, Reconciliation, Tuition Increases Not as many students at BOCES as expected; more at Agencies

Lynn Hewitt 3/25/25  
Requested By/Date

Approved:

Donna L Hill 3/27/25  
Assistant Superintendent for Admin. Services/Date

Denied:

[Signature]  
Superintendent of Schools/Date

\*Amounts over \$15,000 require Board approval.

BUDGET TRANSFERS IN WHOLE DOLLARS ONLY

Updated: 7/26/24