



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Finance

Melody Douglas, Chief Financial Officer  
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June 30, 2009

## MEMORANDUM

TO: Board of Education  
FROM: Melody Douglas *Melody Douglas*  
Chief Financial Officer  
SUBJECT: Budget Transfers

Budget transfer 1302 in the amount of \$63,000 has been requested by the Transportation Department for FY09 fuel costs for the Home-to-School bus routes in the Central Peninsula area.

A budget is a financial plan created to allocate funds for estimated costs of programs and needs in accordance with the District's Strategic Plan. It is usually necessary to make changes to the original plan through the use of budget transfers, which follow Generally Accepted Accounting Principles (GAAP), as more information about actual costs becomes available and decisions about programs and circumstances are revised. Prior to approval, all budget transfer requests are reviewed in light of current policies and procedures and evaluated for appropriateness and necessity in conjunction with the District's internal controls.

This budget transfer exceeds \$50,000; therefore, it requires Board of Education approval per Board Policy 3120. The administration has given preliminary approval, pending review and approval by the board. Approval by the Board of Education is recommended.

Enclosure

BUDGET TRANSFER

Institution: Kenai School District

06/17/2009

Fiscal Year: 2009

11:06:42 AM

Reference No.: 1302

Task: BT - Budget Transfers

Acctg. Date: 06/12/2009

Acctg. Period: June, 2009

Description: Cen Pen home-to-school charges.

ACCT NO	AMOUNT	DESCRIPTION	ACTION
NAME	SHORT NAME		
205-72-4760-0616-4407	-63,000.00	Cen Pen home-to-school fuel charges.	None
205-72-PUP TRANSP-SP ED BUS-KE-PUR SVC -			
205-72-4760-0612-4580	63,000.00	Cen Pen home-to-school fuel charges.	None
205-72-PUP TRANSP-REG BUS KENA-GAS/OIL			
	Net:		0.00

Notes: