



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Finance

Melody Douglas, Chief Financial Officer
148 North Binkley Street Soldotna, Alaska 99669-7553
Phone (907) 262-5846 Fax (907) 262-9645

November 27, 2007

MEMORANDUM

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

Budget transfer 102 in the amount of \$40,000 has been requested by the Connections Program. Supply monies for students participating in the Connections Program are budgeted in the supply account. Students have the option of participating in lessons as part of their educational plan. The district accommodates families and vendors by paying for some of the lessons directly, so the funds are being reallocated to the correct object code to pay for lessons.

Budget transfer 117 has been requested by the Kaleidoscope Charter School to move funds into salary (\$27,350) and retirement benefit (\$11,105) accounts for a half time Special Education teacher.

A budget is a financial plan used to estimate costs to deliver services in accordance with the District's Strategic Plan. It is sometimes necessary to make changes to the original plan, based on unexpected circumstances or changing program needs, through the use of budget transfers in accordance with Generally Accepted Accounting Principles (GAAP). Policies and procedures in conjunction with the District's internal control procedures have been established to facilitate all budget transfers.

These budget transfers exceed \$10,000; therefore, they require Board of Education approval per Board Policy 3120. Approval by the Board of Education is recommended.

Enclosure

BUDGET TRANSFER REQUEST

SCHOOL ALT/CONNECTIONS TRANSFER # 800081 DATE 11/08/07

TRANSFER FROM ACCOUNT NO. TRANSFER TO ACCOUNT NO. AMOUNT

1. 100-80-4140-0000-4501 100-80-4140-0000-4402 40000.00

TOTAL: 40,000.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:

TRANSFER TO RE-ALLOCATE SUPPLY BUDGETS FOR ACTUAL USE OF FUNDS DURING
SCHOOL YEAR. ORIGINAL BUDGET ALLOCATED FUNDS FOR STUDENTS IN SUPPLIES, BUT
PART OF THE FUNDS ARE USED FOR TUTORS AND LESSONS (PURCHASED SERVICES).

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000102

TRANSFER REQUEST NUMBER

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
148 NORTH BINKLEY STREET
SOLDOTNA, ALASKA 99669

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BUDGET TRANSFER REQUEST

SCHOOL KALEIDOSCOPE CHARTER TRANSFER # 630809 DATE 11/19/07

| TRANSFER FROM ACCOUNT NO. | TRANSFER TO ACCOUNT NO. | AMOUNT |
|---------------------------|-------------------------|-----------|
| 1. 374-63-4100-0000-4901 | 374-63-4200-0925-3150 | 27350.00 |
| 2. 374-63-4100-0000-4901 | 374-63-4200-0925-3550 | 11105.00 |
| | TOTAL: | 38,455.00 |

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:

LINE 1 - SALARY FOR HALF TIME SPED RESOURCE TEACHER

LINE 2 - TRS FOR SPED TEACHER

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000117

TRANSFER REQUEST NUMBER