

# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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## SCHOOL BOARD COMMUNICATION

**Title:** Budget Transfers over \$50,000

**Date:** February 28, 2012

**Item Number:** 11a.(5)

**Administrator:** Laurie Olson, Director of Finance 

**Attachments:** BT 705, 712 and 850

☒ Action Needed ☐ For Discussion ☐ Information ☐ Other: \_\_\_\_\_

## BACKGROUND INFORMATION

The Finance Department has requested Budget Transfer 705 to adjust salary and benefit budgets for the Extended School Year (ESY) Summer School Program held by Pupil Services during summer 2011. These salary and benefit accounts are for the aides that were employed during that summer session.

The K-12 Schools/Assessment Department has requested Budget Transfer 712 to adjust salary and benefit accounts for the anticipated substitute and temporary employees needed during testing at the school locations during the year.

The Elementary/Curriculum Department has requested Budget Transfer 850 to purchase additional Language Arts curriculum materials including Kindergarten Phonics, challenge material for grades K-6, reading assessment kits for grades K-5 and Language Essentials for middle school grades 6-8.

A budget is a financial plan created to allocate funds for estimated costs of programs and needs in accordance with the District's plans and goals. 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.

These budget transfers exceed \$50,000; therefore, they require Board of Education approval per Board Policy 3120.

## ADMINISTRATIVE RECOMMENDATION

The administration has given preliminary approval, pending review and approval by the board. Approval by the Board of Education is recommended.

	Decrease	Increase
<u>Salaries and benefits for Special Ed Aides for Extended School Year program</u>		
100-81-4200-0930-3150 - Summer School Teacher salaries	78,704	
100-81-4200-0930-3550 - Summer School Teacher retirement benefits	13,768	
100-81-4200-0930-3230 - Summer School Aide salaries		64,936
100-81-4200-0930-3291 - Summer School substitute support wages		469
100-81-4200-0930-3294 - Summer School temporary support wages		7,868
100-81-4200-0930-3560 - Summer School Aide retirement benefits		13,768
100-81-4200-0930-3542 - Summer School support employee FICA		5,431
<u>Substitute and temporary salaries and benefits for testing support</u>		
100-83-4100-0000-3171 - District-wide substitute salaries	52,500	
100-83-4100-0000-3542 - District-wide support employee FICA	4,016	
100-86-4100-0000-3171 - Assessment substitute teacher salaries		9,000
100-86-4100-0000-3172 - Assessment temporary certified salaries		22,500
100-86-4100-0000-3294 - Assessment temporary support salaries		3,000
100-86-4100-0000-3296 - Assessment temp certified w/o certificate		18,000
100-86-4100-0000-3542 - Assessment substitute and temp FICA		4,016
<u>Language Arts Curriculum and Assessment materials</u>		
100-80-4140-0000-4501 - Connections supplies	340,000	
100-84-4100-0114-4501 - Language Arts curriculum - Kg phonics		20,000
100-84-4100-0114-4501 - Language Arts challenge materials - K-6		180,000
100-84-4100-0114-4501 - Language Arts reading assessments - K-5		40,000
100-84-4100-0114-4501 - Language Arts materials - middle school		100,000