



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Finance

Melody Douglas, Chief Financial Officer  
148 North Binkley Street Soldotna, Alaska 99669-7553  
Phone (907) 714-8888 Fax (907) 262-9645

January 7, 2008

## MEMORANDUM

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

Budget transfer 140 in the amount of \$11,484 has been requested by the Kaleidoscope Charter School to pay for additional benefits for currently hired employees.

Budget transfer 174 has been requested by the Pupil Services Department to move funds budgeted for summer school into salary and benefit categories that reflect the actual employees hired to provide summer school to students, namely \$29,713 for aide salaries. The administration has given preliminary approval to this transfer, pending review and approval by the board.

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

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

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BUDGET TRANSFER REQUEST  
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SCHOOL KALEIDOSCOPE CHARTER TRANSFER # 630815 DATE 12/04/07  
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TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
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1. 374-63-4600-0000-4410	374-63-4600-0000-3560	11484.00
	TOTAL:	11,484.00

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

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PRINCIPALS'S SIGNATURE

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SUPERINTENDENT/OPERATIONS APPROVAL

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ACCOUNTING APPROVAL

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DATE APPROVED BY SCHOOL BOARD

000140

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

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BUDGET TRANSFER REQUEST  
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SCHOOL PUPIL SERVICES TRANSFER # 741021 DATE 12/28/07  
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TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
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1. 100-81-4200-0930-3150	100-81-4200-0930-3230	29713.00
2. 100-81-4200-0930-3150	100-81-4200-0930-3291	105.00
3. 100-81-4200-0930-3150	100-81-4200-0930-3294	2154.00
4. 100-81-4200-0930-3150	100-81-4200-0930-3560	4933.00
5. 100-81-4200-0930-3150	100-81-4200-0930-3542	2252.00
	TOTAL:	39,157.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:  
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ADJUST SUMMER SCHOOL PROGRAM BUDGET TO REFLECT ACTUAL SALARIES AND BENEFITS  
OF EMPLOYEES HIRED

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PRINCIPALS'S SIGNATURE

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SUPERINTENDENT/OPERATIONS APPROVAL

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ACCOUNTING APPROVAL

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DATE APPROVED BY SCHOOL BOARD

000174

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TRANSFER REQUEST NUMBER  
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