



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

September 4, 2007

MEMORANDUM

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

Budget transfer 4 has been requested by the Student Nutrition Department. The purpose is to move the estimated budgets for food from the central kitchens in Kenai and Homer to three of the elementary schools. The purpose of the transfer is to facilitate moving the food ordering function to Tustumena, McNeil Canyon and Chapman Schools, where food is prepared. Amounts are \$20,000, \$10,000 and \$15,000, respectively.

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.

This budget transfer exceeds \$10,000; 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

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

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BUDGET TRANSFER REQUEST

SCHOOL KENAI CENTRAL TRANSFER # 741001 DATE 08/08/07

TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
1. 255-07-4790-0000-4590	255-45-4790-0000-4590	20000.00
2. 255-06-4790-0000-4590	255-47-4790-0000-4590	10000.00
3. 255-06-4790-0000-4590	255-31-4790-0000-4590	15000.00
TOTAL:		45,000.00

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

MOVE FOOD ORDERING FUNCTION FROM CENTRAL KITCHEN TO SCHOOLS WHERE FOOD IS
PREPARED

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000004

TRANSFER REQUEST NUMBER