



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

February 13, 2007

MEMORANDUM

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

Budget transfers 174 and 214 in the amounts of \$24,000 and \$30,000, respectively, have been requested by the Connections Program. These transfers will move a portion of student supply monies to the Purchased Services account to pay for student lessons and to the Professional/Technical account to pay for Kenai Peninsula College class tuition for students enrolled in the Connections program.

Budget transfer 192 in the amount of \$45,570 has been requested by Kaleidoscope Charter School to pay for rent at the Willow Street location.

Budget transfer 211 in the amount of \$11,179 has been requested by the Business Office to move funds for salary of a long-term certified substitute. The substitute was hired for a teacher who was on Family Medical Leave.

Budget transfer 215 has been requested by the Instruction Office to move funds in the Kenai Performance High School account to pay for Professional/Technical Services in the amount of \$15,916 and for employee travel in the amount of \$10,555.

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

PAGE 1

BUDGET TRANSFER REQUEST

SCHOOL ALT/CONNECTIONS TRANSFER # 800055 DATE 01/24/07

TRANSFER FROM ACCOUNT NO. TRANSFER TO ACCOUNT NO. AMOUNT

1. 100-80-4140-0000-4501 100-80-4140-0000-4100 24000.00

TOTAL: 24,000.00

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

KENAI PENINSULA COMMUNITY COLLEGE CLASSES FALL/SPRING

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000174

TRANSFER REQUEST NUMBER

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

PAGE 1

BUDGET TRANSFER REQUEST

SCHOOL ALT/CONNECTIONS TRANSFER # 800058 DATE 02/12/07

TRANSFER FROM ACCOUNT NO. TRANSFER TO ACCOUNT NO. AMOUNT

1. 100-80-4140-0000-4501 100-80-4140-0000-4402 30000.00

TOTAL: 30,000.00

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

STUDENT LESSONS: DRIVING, MUSIC, SWIMMING, ART, DANCE

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000214

TRANSFER REQUEST NUMBER

SCHOOL KALEIDOSCOPE CHARTER TRANSFER # 630711 DATE 02/02/07

TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
1. 374-63-4100-0000-4901	374-63-4600-0000-4100	150.00
2. 374-63-4100-0000-4901	374-63-4600-0000-4200	65.00
3. 374-63-4100-0000-4901	374-63-4600-0000-4310	430.00
4. 374-63-4100-0000-4901	374-63-4600-0000-4410	45570.00
5. 374-63-4100-0000-4901	374-63-4600-0000-4430	51.00
6. 374-63-4100-0000-4901	374-63-4600-0000-5101	2500.00
	TOTAL:	48,766.00

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

LINE 1 ENGINEERING SERVICES FOR WILLOW STREET LOCATION

LINE 2 MILEAGE EXPENSES FOR CUSTODIAN FROM WILLOW ST. TO SEARS LOCATION

LINE 3 WATER AND SEWAGE FOR WILLOW STREET LOCATION

LINE 4 RENT FOR WILLOW STREET LOCATION

LINE 5 REPAIR SHAMPOER

LINE 6 PURCHASE WARMING OVEN FOR WILLOW STREET LOCATION HOT LUNCHES

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000192

TRANSFER REQUEST NUMBER

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

PAGE 1

BUDGET TRANSFER REQUEST

SCHOOL SEARS ELEMENTARY TRANSFER # 411025 DATE 02/12/07

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TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
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1. 100-41-4200-0925-3150	100-41-4100-0000-3173	11179.00
2. 100-41-4200-0925-3541	100-41-4100-0000-3542	162.00
3. 100-41-4200-0925-3550	100-41-4100-0000-3542	754.00
4. 100-83-4100-0000-3173	100-41-4100-0000-3173	799.00
	TOTAL:	12,894.00

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

CERTIFIED SUBSTITUTE DRAW REQUEST

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000211

TRANSFER REQUEST NUMBER

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

PAGE 1

BUDGET TRANSFER REQUEST

SCHOOL INSTRUCTION TRANSFER # 731026 DATE 02/13/07

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TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
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1. 100-73-4100-0215-3150	100-73-4100-0215-4100	15916.00
2. 100-73-4100-0215-3150	100-73-4100-0215-4200	10555.00
3. 100-73-4100-0215-3150	100-73-4100-0215-4501	100.00
	TOTAL:	26,571.00

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

PRO-TECH SERVICES, EMPLOYEE TRAVEL AND SUPPLIES FOR THE PROPOSED
KENAI PERFORMANCE HIGH SCHOOL

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000215

TRANSFER REQUEST NUMBER
