

# BUDGETARY TRANSFER REQUEST FORM

Warren County School District

Individual Requesting  
Transfer of Funds:

James Evers / Natalie Massa

Date: 2/1/2024

Building: WCCC #07

Budget

Year: 2023/2024

Budget  
Request

#1

**From(Cr):**

The amount of funds requested for transfer from this account indicates more funds are available than required this year.

This is the current  
"budget," amount not  
the current balance

	BUN #	Acct #	Account Description	Amount of Transfer Requested	Current Budget Amount	Adjusted Budget After Transfer
1	0128340002407000	360	Employee Training/Principal	500.00	500.00	0.00
2	0122720002407000	360	Employee Training/Aides	115.00	300.00	185.00
3	0122710002407000	360	Employee Training/Teachers	1,500.00	2,000.00	500.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
<b>TOTAL CREDITS</b>				<b>2,115.00</b>	<b>2,800.00</b>	<b>685.00</b>

Budget  
Request

#1

**To (Db):**

The amount of funds requested for transfer to this account indicates more funds are needed than estimated for this year.

This is the current  
"budget," amount not  
the current balance

	BUN #	Acct #	Account Description	Amount of Transfer Requested	Current Budget Amount	Adjusted Budget After Transfer
1	0122710002407000	580	Mileage Reimbursement/CONFERENCES	500.00	400.00	900.00
2	0113900002407000	515	Field Trips	1615.00	0.00	1615.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
<b>TOTAL DEBITS</b>				<b>2115.00</b>	<b>400.00</b>	<b>2515.00</b>

**Directions:** This form is to be submitted by the individual who has "budget oversight responsibility" and the authority to transfer funds in accordance with Board Policy. When it is determined that a specific budget account requires additional funds beyond those originally budgeted to meet approved/planned expenditures, a request may be made to transfer funds from a budget account that has "excess funds" available from what was estimated in the budget. Questions on any requested budget transfers should be forwarded to the Director of Business Services.

**CENTRAL OFFICE APPROVAL:**

4.12.2017  
ACT2 Budgetary Transfer Request Form

DATE: 2/8/24

2/5/2024