

# BUDGETARY TRANSFER REQUEST FORM

Warren County School District

Individual Requesting  
Transfer of Funds:

Lisa Niedzialek

Date: 1/11/2012

Building: Central Office

Budget

Year: 2011-2012

Budget  
Request

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

From(Cr):					
BUDGET	ASN #	Account Description	Amount of Transfer Requested	Current Budget Amount	Adjusted Budget After Transfer
	01-1100-000-00-00-000 / 750	Regular Instruction /	\$ 32,000	\$ 53,000	\$ 21,000
		Instructional Equipment Addl.			\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
		TOTAL CREDITS	\$ 32,000	\$ 53,000	\$ 21,000

Budget  
Request

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

To (Db):					
BUDGET	ASN #	Account Description	Amount of Transfer Requested	Current Budget Amount	Adjusted Budget After Transfer
	01-2380-000-21-00-000 / 580	Office of Principal Sec.	\$ 7,500	\$ 4,000	\$ 11,500
		Mileage Reimbursement			\$ -
	01-2380-000-21-00-000 / 610	Office of Principal Sec.	\$ 12,886	\$ (10,400)	\$ 2,486
		General Supplies			\$ -
	01-2380-000-00-35-000 / 530	Office of Principal Central /	\$ 9,614	\$ (9,614)	\$ -
		Communications			\$ -
	01-2270-000-00-00-000 / 531	Staff Development /	\$ 2,000	\$ -	\$ 2,000
		Communication (cell phone)			\$ -
		TOTAL DEBITS	\$ 32,000	\$ (16,014)	\$ 15,986

**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:

*Amanda C. Hetrick*

DATE: 1-13-12

*Jane* 1/18/12