

# BUDGETARY TRANSFER REQUEST FORM

## Warren County School District

Individual Requesting  
Transfer of Funds:

Barbara Cook for Amanda Hetrick

Date: \_\_\_\_\_

Building: \_\_\_\_\_ Title I \_\_\_\_\_

Budget  
Year: 2011-2012

Adj to Actual Budget

Budget  
Request

*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 amount.

#1	From(Cr):					
	BUN #	Acct #	Account Description	Amount of Transfer Requested	Current Budget Amount	Adjusted Budget After Transfer
	0114908000000085	610	General Supplies	213.00	213.00	0.00
	0128508000000085	150	Office Secretary	12,914.86	37,914.86	25,000.00
	0133908000000085	610	General Supplies	2,500.00	13,000.00	10,500.00
	0111000000000000	240	Tuition Reimbursement	63,256.51	152,582.75	89,326.24
						0.00
						0.00
						0.00
			<b>TOTAL CREDITS</b>	<b>78,884.37</b>	<b>203,710.61</b>	<b>124,826.24</b>

Budget  
Request

*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 amount.

#1	To (Db):					
	BUN #	Acct #	Account Description	Amount of Transfer Requested	Current Budget Amount	Adjusted Budget After Transfer
	0111908000010085	120	Salaries	19,168.37	135,831.63	155,000.00
	0115008000000085	320	Contracted Services	5,229.00	0.00	5,229.00
	0115008000000085	610	General Supplies	88.00	0.00	88.00
	0122708000000085	581	Training Expense	4,000.00	0.00	4,000.00
	0123108000000085	330	Professional Services	1,000.00	0.00	1,000.00
	0125008000000085	850	Indirect Costs	49,399.00	-30,000.00	19,399.00
						0.00
						0.00
			<b>TOTAL DEBITS</b>	<b>78,884.37</b>	<b>105,831.63</b>	<b>184,716.00</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: \_\_\_\_\_

DATE: \_\_\_\_\_