

Title 1: Resources 30100-30106

Attachment 3 - Sample
Budget Transfer



Major Categorical Funds Justification of Expenditure for Budget/Expense Transfer and SPSA Modification 2016-17

Complete this form for the following change in categorical expenditures allocated in the 2016-17 SPSA:

- BUDGET transfer within a categorical resource.
- EXPENSE transfer between and/or into categorical resources. Budget Transaction Detail Report is required highlighting items to transfer.

A copy of the SSC meeting minutes showing budget discussion item must be attached.

(Minutes must include resource, account, and amounts for both “from” and “to” and the description of the resulting benefit to students).

School Name: Future Middle School	Date: 12/12/2016	Location Number: 2016A
Budget Analyst: Smith, John 619-726-8000		Resource Teacher: Smith, Jane 619-725-8000
Proposed Funding Resource:	30100	
PAR Number (If Required):		

Description of Proposed Expenditure: All expenditures should be listed individually

Expenditure and Benefit to Students and/or Parent Involvement: *How is the money specifically being spent on students? How will this affect student achievement? Please explain your rationale for compliance for the use of categorical funds.*

Example	Supplemental instructional supplies such as chart paper, notebooks, and classroom leveled books to enhance ELA classroom instruction.
A.	Teacher hourly (1157) to provide after school tutoring for sixth grade students.
B.	Supplemental instructional materials (4301) such as crayons, glues, chart paper, and notebooks to enhance classroom instruction and ELA goals as outlined in our SPSA.
C.	
D.	
E.	
F.	
G.	
H.	

** Please list amount funded for each item on the following budget page.*

Reason for Transfer:

- Increase to an activity previously identified in SPSA:
- Transfer of expenditures due to clerical error:
- Other (Please specify): Surplus salary in account 1109

Required SPSA Modification:	Area/Page:	
------------------------------------	-------------------	--

Data used to Justify Expenditure:

- CAASP CELDT Other (Please Specify)
- DRA2 Benchmarks

Title 1: Resources 30100-30106

Attachment 3 - Sample Budget Transfer

FROM:	Dept.	Resource	Budget Ref	Account	Program	Class	Fund	Extended	Amount	Description
Example	0001	30100	00	5735	1000	1110	01000	0000	\$ 2,500.00	Interprogram Svcs/Field Trip
A.	2016	30100	00	1109	1000	1110	01000	0000	\$ 10,000.00	Pull/Out Push In
B.			00				01000	0000	\$	#N/A
C.			00				01000	0000	\$	#N/A
D.			00				01000	0000	\$	#N/A
E.			00				01000	0000	\$	#N/A
F.			00				01000	0000	\$	#N/A
G.			00				01000	0000	\$	#N/A
H.			00				01000	0000	\$	#N/A
Total									\$ 10,000.00	

TO:	Dept.	Resource	Budget Ref	Account	Program	Class	Fund	Extended	Amount	Description
Example	0001	30100	00	4301	1000	1110	01000	0000	\$ 2,500.00	Supplies
A.	2016	30100	00	1157	1000	1110	01000	0000	\$ 7,000.00	Classroom Teacher Hrly
B.	2016	30100	00	4301	1000	1110	01000	0000	\$ 3,000.00	Supplies
C.			00				01000	0000	\$	#N/A
D.			00				01000	0000	\$	#N/A
E.			00				01000	0000	\$	#N/A
F.			00				01000	0000	\$	#N/A
G.			00				01000	0000	\$	#N/A
H.			00				01000	0000	\$	#N/A
Total									\$ 10,000.00	

Site Assurances:

