

# Title 1: Resources 30100-30106

## Attachment 4 - Sample Expense 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).

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

**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.*

<b>Example</b>	Supplemental instructional supplies such as chartpaper, notebooks, and classroom leveled books to enhance ELA classroom instruction.
A.	First grade teachers attended a Common Core State Standards professional development at the San Diego County Office of Education in order to learn how to use the current curriculum to provide more project-based hands-on learning.
B.	
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): Incorrectly charged to 00000

**Required SPSA Modification:** **Area/Page:** None required - Expenditure already in SPSA

**Data used to Justify Expenditure:**

- CAASP       CELDT       Other (Please Specify)
- DRA2       Benchmarks

# Title 1: Resources 30100-30106

## Attachment 4 - Sample Expense Transfer

FROM:	Dept.	Resource	Budget Ref	Account	Program	Class	Fund	Extended	Amount	Description
<b>Example</b>	0001	30100	00	5735	1000	1110	01000	0000	\$ 2,500.00	Interprogram Svcs/Field Trip
A.	2016	00000	00	1192	1000	1110	01000	0000	\$ 612.85	Prof&Curriclm Dev Vist Tchr
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
<b>Total</b>									\$ 612.85	

TO:	Dept.	Resource	Budget Ref	Account	Program	Class	Fund	Extended	Amount	Description
<b>Example</b>	0001	30100	00	4301	1000	1110	01000	0000	\$ 2,500.00	Supplies
A.	2016	30100	00	1192	1000	1110	01000	0000	\$ 612.85	Prof&Curriclm Dev Vist Tchr
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
<b>Total</b>									\$ 612.85	

# Title 1: Resources 30100-30106

## Attachment 4 - Sample Expense Transfer

**Site Assurances:**

- Student achievement data and site plan strategies were reviewed and analyzed. Based on our findings, the SSC has approved modifying our Single Plan for Student Achievement (SPSA) and categorical budget.
- List date(s) of SSC meeting(s): 12/12/2016
- A copy of the SSC meeting minutes showing plan and budget discussion item is attached, and discussion/approval item is highlighted (Includes resource, account, and amounts).
- A copy of the Detailed Transaction Report is attached and highlighted (expenses only).
- The expense is supplemental to district-provided services.

**Required Signatures:**

*The undersigned declare under penalty of perjury that the foregoing is true and correct and that these assurances were signed in San Diego, California, on the date(s) indicated.*

Jane Doe                      12/12/2016

Principal (Print Name)                      Date

Sally Chen                      12/12/2016

SSC Chairperson (Print Name)                      Date

*Jane Doe*                      12/12/2016

Principal's Signature                      Date

*Sally Chen*                      12/12/2016

SSC Chairperson's Signature                      Date

\_\_\_\_\_

Date Received by FPMA Department                      Reviewed by FPMA Resource Teacher

**Approved**      \_\_\_\_\_      **Denied**      \_\_\_\_\_

Comments: \_\_\_\_\_

---

Received by Budget Analyst: \_\_\_\_\_                      Date Posted: \_\_\_\_\_

Attach this form to appropriate documentation **WITH original signatures.**

**Submit all documents to:** Financial Planning, Monitoring and Accountability Department  
Eugene Brucker Education Center  
4100 Normal Street, Room 3209  
San Diego, CA 92103-2682



**Retain a copy at your site in the SSC Notebook once transfer is approved**

Attachment 4 - Sample  
Expense Transfer - Payroll Query

Reference	Name	ID	Empl Record	Pay Period End	Run Date	Off Cycle	Dept ID	Resource	Budget Ref	Acct	Program	Amount
01234567	Substitute, John	00000A	0	11/1/2016	11/6/2016	Y	2016	00000	00	1192	1000	144.20
<b>Substitute, John Total</b>												<b>144.20</b>
01234568	Substitute, Jane	00000B	0	11/1/2016	11/6/2016	Y	2016	00000	00	1192	1000	36.05
<b>Substitutute, Jane</b>												<b>36.05</b>
01234569	Substitute, Ben	00000C	1	11/1/2016	11/6/2016	N	2016	00000	00	1192	1000	144.20
<b>Substitute, Ben Total</b>												<b>144.20</b>
01234560	Substitute, Shelly	00000D	0	10/1/2016	10/6/2016	Y	2016	00000	00	1192	1000	144.20
01234561	Substitute, Shelly	00000D	0	11/1/2016	11/6/2016	N	2016	00000	00	1192	1000	144.20
<b>Grand Total</b>											<b>612.85</b>	