

REQUEST FOR TRANSFER OF FUNDS

FORWARD ONE (1) COPY TO THE BUSINESS OFFICE NO LATER THAN THE TUESDAY PRECEDING THE NEXT BOARD MEETING.

Submitted by: Julie Fondell Date: 1/20/2011  
Name, Position 12-21-11

School/Bldg: Hatley Elementary

Items to be Purchased: None

State why the budget transfer is necessary: Balancing Accounts

Explain why funds are available for transfer: \_\_\_\_\_

Indicate below the accounts and amount involved:

Amount	Transfer From:	Transfer To:
<u>297.00</u>	Acct No. <u>10-101-1411-110000-110-000-000</u> Title: _____	Acct. No. <u>10-101-1411-110000-101-000-000</u> Title: _____
<u>23.96</u>	Acct No. <u>10-101-1411-241000-241-000-000</u> Title: _____	Acct. No. <u>10-101-1411-110000-241-000-000</u> Title: _____
<u>100.00</u>	Acct No. <u>10-101-1342-241000-241-000-000</u> Title: _____	Acct. No. <u>10-101-1415-241000-241-000-000</u> Title: _____
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____

Julie E. Fondell  
Approved By Principal

Date: 12-21-11

[Signature]  
Approved By Assistant Superintendent, B/PS

Date: 12/23/11

[Signature]  
Approved By Superintendent

Date: 12/27/11

Date Approved \_\_\_\_\_ or Disapproved \_\_\_\_\_ by the Board of Education \_\_\_\_\_

REQUEST FOR TRANSFER OF FUNDS

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Submitted by: Amy Jaglinski, Secretary  
Name, Position

Date: 12/20/2011

School/Bldg: Evergreen

Items to be Purchased: \_\_\_\_\_

State why the budget transfer is necessary: Item costs higher than anticipated

Explain why funds are available for transfer: Cost of items less than anticipated

Indicate below the accounts and amount involved:

Amount	Transfer From:	Transfer To:
<u>45.85</u>	Acct No. <u>10-102-1411-121000-121-000-000</u> Title: <u>EVERGN-ART: General Supplies</u>	Acct. No. <u>10-102-1413-121000-121-000-000</u> Title: <u>EVERGN ART: Computer Supplies</u>
<u>100.00</u>	Acct No. <u>10-102-1440-110000-241-000-000</u> Title: <u>EVERGN-OFFICE: Non-Capital Equip</u>	Acct. No. <u>10-102-1415-241000-241-000-000</u> Title: <u>EVERGN-OFFICE OF PRINCIPAL: Food</u>
<u>1.67</u>	Acct No. <u>10-102-1440-110000-241-100-000</u> Title: <u>EVERGN-OFFICE: Non-Capital Equip</u>	Acct. No. <u>10-102-1411-122110-115-000-000</u> Title: <u>EV-Remedial Reading - General Supplies</u>
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____

B.A.E

[Signature]  
Approved By Principal

[Signature]  
Approved By Assistant Superintendent, B/PS

[Signature]  
Approved By Superintendent

Date: 12/21/11

Date: 12/21/11

Date: 12/22/11

Date Approved \_\_\_\_\_ or Disapproved \_\_\_\_\_ by the Board of Education \_\_\_\_\_



## REQUEST FOR TRANSFER OF APPROPRIATIONS

FORWARD ONE (1) COPY TO THE BUSINESS OFFICE NO LATER THAN THE TUESDAY PRECEDING THE NEXT BOARD MEETING.

From time to time situations arise when an item is needed but is not included in the current budget, when insufficient funds are budgeted or when errors are discovered. If a transfer becomes necessary, use this form and provide all necessary information. The Assistant Superintendent, Business/Personnel Services will process transfer requests in accordance with board policy. Principals and department heads are responsible to ensure that expenditures remain within their respective budget limitations.

Submitted by: Patricia LesStrang Name, Position Date: 12/20/2011

School/Bldg: Riverside Elementary School

Item/s to be Purchased: Art Purchases/Music Accompanist/Food Purchases

State why the budget transfer is necessary: Insufficient Funds Budgeted

Explain why funds are available for transfer: Excess in Budgeted Accounts

Indicate below the accounts and amount involved:

Amount	<u>Transfer From:</u>	<u>Transfer To:</u>
<u>\$1,497.13</u>	Acct No. <u>10-103-1417-121000-121-000-00</u> Title: <u>Paper Supplies--Art</u>	Acct. No. <u>10-103-1411-121000-121-000-000</u> Title: <u>General Supplies--Art</u>
<u>\$200.00</u>	Acct No. <u>10-103-1411-125100-125-000-00</u> Title: <u>General Supplies--Music</u>	Acct. No. <u>10-103-1310-1251000-125-000-000</u> Title: <u>Personal Services--Art</u>
<u>\$38.88</u>	Acct No. <u>10-103-1411-241000-241-000-00</u> Title: <u>General Supplies--Office of Princ.</u>	Acct. No. <u>10-103-1415-241000-241-000-000</u> Title: <u>Food--Office of Princ.</u>
<u>\$351.77</u>	Acct No. <u>10-103-1413-11000-220-000-000</u> Title: <u>Computer Supplies--Library</u>	Acct. No. <u>10-103-1413-222200-220-000-000</u> Title: <u>Computer Supplies-Library</u>

B.O.E

Patricia LesStrang  
Approved By Principal

Date: 12-21-11

John Smith  
Approved By Assistant Superintendent, B/PS

Date: 12-21-11

Kustini Gille  
Approved By Superintendent

Date: 12-21-11

Date Approved \_\_\_\_\_ or Disapproved \_\_\_\_\_ by the School Board \_\_\_\_\_

## REQUEST FOR TRANSFER OF FUNDS

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Submitted by: Ronald Foreman, Principal Date: 12/21/2011  
Name, Position

School/Bldg: Rothschild Elementary

Items to be Purchased: \_\_\_\_\_

State why the budget transfer is necessary: To balance accounts

Explain why funds are available for transfer: \_\_\_\_\_

Indicate below the accounts and amount involved:

Amount	<u>Transfer From:</u>	<u>Transfer To:</u>
<u>\$407.00</u>	Acct No. <u>10-104-1413-110000-102-000-000</u> Title: <u>COMPUTER SUPPLIES</u>	Acct. No. <u>10-104-1413-110000-241-000</u> Title: <u>COMPUTER SUPPLIES</u>
<i>306</i> <u>\$1,446.00</u>	Acct No. <u>10-104-1411-110000-241-000-000</u> Title: <u>GENERAL SUPPLIES</u>	Acct. No. <u>10-104-1411-241000-241-000-000</u> Title: <u>GENERAL SUPPLIES</u>
<i>BOE</i> <u>\$5,000.00</u>	Acct No. <u>10-104-1411-110000-241-000-000</u> Title: <u>GENERAL SUPPLIES</u>	Acct. No. <u>10-104-1571-241000-241-000-000</u> Title: <u>EQUIPMENT RENTAL</u>
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____

Ron Foreman  
Approved By Principal

Date: 12-28-2011

[Signature]  
Approved By Assistant Superintendent, B/PS

Date: 1/3/12

[Signature]  
Approved By Superintendent

Date: 1/3/12

Date Approved \_\_\_\_\_ or Disapproved \_\_\_\_\_ by the Board of Education \_\_\_\_\_

JAN 04 2012



# REQUEST FOR TRANSFER OF APPROPRIATIONS

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Submitted by: Cindy Damrow, Environmental Teacher Date: 1/3/2012  
Name, Position

School/Bldg: School Forest

Item/s to be Purchased: bus transportation/travel expenses

State why the budget transfer is necessary: Transportation acct was not originally set up: will now appropriate money for it. Employee Travel funds were trimmed last year, will need to add to this acct for remainder of year.

Explain why funds are available for transfer: Money is available in other accts.

Indicate below the accounts and amount involved:

Amount	<u>Transfer From:</u>	<u>Transfer To:</u>
<i>Budget</i> \$500.00	Acct No. <u>10-823-1310-126241-210-000-000</u> Title: <u>Personal Services</u>	Acct. No. <u>10-823-1341-256770-210-000-000</u> Title: <u>Bus Transportation</u>
\$500.00	Acct No. <u>10-823-1490-221200-210-000-000</u> Title: <u>Curriculum Develepment</u> <i>OTHER NON-CAPITAL ITEMS</i>	Acct. No. <u>10-823-1342-126241-210-000-000</u> Title: <u>Employee Travel</u>
	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
	Acct No. _____ Title: _____	Acct. No. _____ Title: _____

*Sara M. ...* Date: 1-4-12  
Approved By Principal

*[Signature]* Date: 1/4/12  
Approved By Assistant Superintendent, B/PS

*Kustine Oler* Date: 1/5/12  
Approved By Superintendent

Date Approved \_\_\_\_\_ or Disapproved \_\_\_\_\_ by the School Board \_\_\_\_\_

Exhibit Approved: 8/26/80  
Exhibit Revised: 1/27/09  
KAG:ems

School Board  
D.C. Everest Area School District  
6300 Alderson Street  
Weston, WI 54476

**D.C. EVEREST AREA SCHOOL DISTRICT  
REQUEST FOR TRANSFER OF FUNDS**

3161E-B

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Submitted by: Steven Pophal Name, Position Date: 1/3/2012

School/Bldg: Junior High

Items to be Purchased: Copy paper

State why the budget transfer is necessary: Staples billed the wrong account.

Explain why funds are available for transfer: see above

Indicate below the accounts and amount involved:

Amount	<u>Transfer From:</u>	<u>Transfer To:</u>
<i>B.O.</i> \$2,816.05	Acct No. <u>10-300-1417-120000-241-000-00</u> Title: <u>JRH Reg Curric. Paper</u>	Acct. No. <u>10-300-1411-241000-241-000-000</u> Title: <u>Office of Princ. Gen. Supplies</u>
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____

*[Signature]*  
Approved By Principal

*[Signature]*  
Approved By Assistant Superintendent, B/PS

*[Signature]*  
Approved By Superintendent

Date: 1-3-12

Date: 1/10/12

Date: 1/10/12

Date Approved  or Disapproved  by the Board of Education \_\_\_\_\_

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Submitted by: Jennifer Rauscher, Language Arts Coordinator Date: 1/9/2012
Name, Position

School/Bldg: Senior High Schhol

Items to be Purchased:

State why the budget transfer is necessary: balance account

Explain why funds are available for transfer:

Indicate below the accounts and amount involved:

Table with columns: Amount, Transfer From: (Acct No., Title), Transfer To: (Acct No., Title). Includes handwritten 'B.O.E.' and specific account numbers and titles like 'English General Supplies' and 'Communications Field Trip'.

Handwritten signature of the Principal

Approved By Principal

Handwritten signature of the Assistant Superintendent

Approved By Assistant Superintendent, B/PS

Handwritten signature of the Superintendent

Approved By Superintendent

Date: 1-10-12

Date: 1-13-12

Date: 1-11-12

Date Approved [ ] or Disapproved [ ] by the Board of Education

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Submitted by: Diane Goetsch, Fine Arts Coordinator Date: 1/9/2012  
Name, Position

School/Bldg: Junior High School

Items to be Purchased: \_\_\_\_\_

State why the budget transfer is necessary: transfer available money

Explain why funds are available for transfer: \_\_\_\_\_

Indicate below the accounts and amount involved:

Amount	Transfer From:	Transfer To:
<u>B.O.E.</u> \$40.97	Acct No. <u>10E-300-411-125000-103-125-001</u> Title: <u>General Supplies</u>	Acct. No. <u>10E-300-341-256770-103-125-000</u> Title: <u>Pupil Travel</u>
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____

[Signature]  
Approved By Principal

Date: 1/12/11

[Signature]  
Approved By Assistant Superintendent, B/PS

Date: 1/15/12

[Signature]  
Approved By Superintendent

Date: 1/16/12

Date Approved  or Disapproved  by the Board of Education \_\_\_\_\_