

Title 1: Resources 30100-30106

Attachment 4 - Sample Expense Transfer



Major Categorical Funds Justification of Expenditure for Budget/Expense Transfer and SPSA Modification 2017-18

Complete this form for the following change in categorical expenditures allocated in the 2017-18 SPSA:

- BUDGET** transfer within a categorical resource.
- EXPENSE** transfer between and/or into categorical resources. **Budget Transaction Detail Report or Actuals Query 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: 11/12/2017	Location Number: 2016A
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	4301 - 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.	

** 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:

Data used to Justify Expenditure:

- CAASP CELDT Other (Please Specify)
- DRA2 Benchmarks

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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.	2016A	00000	00	1192	1000	1110	01000	0000	\$ 612.83	Prof&Curriclm Dev Vist Tchr	
B.	2016A		00				01000	0000	\$		
C.	2016A		00				01000	0000	\$		
D.	2016A		00				01000	0000	\$		
E.	2016A		00				01000	0000	\$		
F.	2016A		00				01000	0000	\$		
									Total	\$ 612.83	

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.	2016A	30100	00	1192	1000	1110	01000	0000	\$ 612.83	Prof&Curriclm Dev Vist Tchr	
B.	2016A		00				01000	0000	\$		
C.	2016A		00				01000	0000	\$		
D.	2016A		00				01000	0000	\$		
E.	2016A		00				01000	0000	\$		
F.	2016A		00				01000	0000	\$		
									Total	\$ 612.83	

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): 11/10/2017
- 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 11/12/2017
 Principal (Print Name) Date

Sally Chen 11/12/2017
 SSC Chairperson (Print Name) Date

Jane Doe 11/12/2017
 Principal's Signature Date

Sally Chen 11/12/2017
 SSC Chairperson's Signature Date

Date Received by FPMA Department

Reviewed by FPMA Resource Teacher

Approved _____ Denied _____

Comments: _____

Received by 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