



MEMORANDUM

TO: School Board Members
FROM: John B. Gordon III, Superintendent
DATE: December 14, 2023
RE: School Board approval of Budget Transfer #1 Fiscal 2023-2024

The budget document includes estimates of expenditures by program and each line item within that program in the operating fund. These estimates are made in the spring of each year and approved prior to the end of May annually. Occasionally, plans that have been made are changed due to unforeseen circumstances. All expenses are coded in accordance with the State chart of accounts and any changes greater than \$5,000 between programs that are outside of Salaries and Benefits must be approved by the School Board.

The Gifted and Talented program budgets for the Governor's School tuition each year. The adopted 2023-2024 Budget has \$125,000 budgeted for student tuition. The Governor's school increased tuition rates and more students were accepted so the division has received a bill in excess of the budgeted amount by \$34,320. The Instructional department has identified line items where budget can be made available to cover this cost. However, it is from other Instructional lines and is in excess of \$5,000 in non-salary or benefit lines.

Therefore, we are respectfully requesting the following transfer be approved by the School Board.

	<u>FROM</u>	<u>TO</u>
General Education -High School - Materials and Supplies	\$9,500	
- Purchased Services	9,000	
- District Field Trips	3,000	
Curriculum Writing - Part-time/Over-time	<u>12,820</u>	
Instruction – High School Gifted - Governor's School		<u>\$34,320</u>
Total	\$34,320	\$34,320