



**Weston Public Schools**  
**Budget Transfer**

Finance and Operations Office  
89 Wellesley Street  
Weston, MA 02493

<b>Procedure:</b>	Transfer of Funds	<b>Revised Date:</b>	May, 2012
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**Policy:** Receipts and disbursements must be fully and accurately described in the records and records are maintained in accordance with GAAP.

The purpose of the Budget Transfer procedure is to provide instructions how to move funds from one-line item to another line-item within the same fund.

<b>Completed By:</b>	Budget Managers including Principals, Department Heads, Central Office Administrators, Directors, etc.	<b>Reviewed By:</b>	Head Bookkeeper
<b>Approved By:</b>	Assistant Superintendent for Finance and Operations	<b>Entered By:</b>	Assistant Superintendent for Finance and Operations
<b>Form Title:</b>	Budget Transfer Form	<b>Estimated Time Frame:</b>	3 Working Days

**Process for Completion:**

To complete a Budget Transfer Form:

- Enter the organization code, object code and amount to be decreased.
- Enter the organization code, object code and amount to be increased.

Transfer of Funds must:

- Move funds within the same fund. For example, funds can be moved from Middle School Unclassified (132-21-111) to High School Unclassified (133-31-111).
- Provide a written explanation for the transfer.
- Have sufficient funds in the budget roll-up code to support the transfer.
- Provide assurances the budget roll-up account balance will have sufficient funds to carry out all other known expenses.
- Signed/Approved by authorized Budget Manager, Principal, Department Head or Central Office Administrator or Director.
- Accompany an approved amendment form when moving funds within a grant fund to ensure prior approval of the grantor is approved.

A blank form is attached for use.

**For additional information, please contact:**

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<b>External URL:</b>	www.westonschools.org
<b>Weston School Committee Policy:</b>	Budget Transfer Authority, DBJ

**Weston Public Schools  
Modification to Budget**

Date:

**BUDGET ACCOUNT TO BE DECREASED:**

Chargeable Org	Account Code	Program Area	Amount
<b>TOTAL:</b>			\$ -

**BUDGET ACCOUNT TO BE INCREASED:**

Chargeable Org	Account Code	Program Area	Amount
<b>TOTAL:</b>			\$ -

<b>DETAILED EXPLANATION FOR BUDGET TRANSFER REQUEST:</b>

<b>APPROVAL: (To be signed by each administrator whose budget is being altered)</b>	
_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date