

ANCHORAGE SCHOOL DISTRICT

ANCHORAGE, ALASKA

ASD MEMORANDUM #209 (98-99) February 25, 1999

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: OPERATING BUDGET TRANSFERS-JANUARY MONTHLY
REPORT FY 1998-99

PERTINENT FACTS:

The attached report of budget transfers for the month of January 1999 that were processed in the Integrated Financial Accounting System (IFAS) includes the following:

Attachment A: Report of Budget Transfers Over \$5,000-

Report for individual transfers of more than \$5,000, which includes summarized justifications.

Attachment B: Schedule of monthly budget transfers processed for the month of January 1999. Abbreviations in titles represent how data is stored in IFAS; continuity in the abbreviations within IFAS is an on-going process.

Budget transfer procedures have remained the same as FY 1997-98. The budget transfer forms and related information for all of the transfers are available in the Budgeting Department office for review by the School Board and members of the public.

The following is an example of how to use the monthly budget transfer schedule to review individual budget transfers. Refer to Attachment A, page 2, for a summarized justification statement of transfer Job Number 234483 for \$12,600 and on Attachment B, page 5, the IFAS transaction.

The schedule below offers a breakdown of the components used in processing a budget transfer.

Added Subtracted

Job No. Added To: Subtracted From: Amount Amount

234483 1 653 01 1350 1 653 01 1360 \$12,600 — \$12,600

FUND 1—General Fund 1—General Fund

ORG/COUNTER 653 01—Psychology 653 01—Psychology

The two-digit number (counter) at the end of the organizational code represents a certain program within the organization. The counters may vary between organizational codes depending on which programs exist in the departments/schools.

OBJECT OF 1350 —Added Duty 1360 —Special Service Teacher

EXPENDITURE

BC/JS/MSL

Attachments

Prepared by: Marie S. Laule, Budget Director

Approved by: Janet Stokesbary, Chief Financial Officer