

Intradistrict Communication

Date: June 20, 2020

To: All Elementary, Middle, and Traditional High School Principals

From: John Larsen, Business Administrator
Derek Anderson, Director of Accounting, Budgets, and Audits

Subject: **New School Budget Allocations Transfer Process**

Starting for School Year 2020-2021, a new process for school allocation budget transfers will be in place. If you are needing to do a school allocation budget transfer you may do so at any time.

There is now a form on the District website on the accounting page. The web address is <https://jordandistrict.org/departments/accounting/>. At the bottom of the page there is a PDF titled “School Budget Allocation Transfer Form.”

Accounting Documents

- [Financial Accounting](#)
- [P-Card Policy Manual, Application and Missing Receipt Forms](#)
- [USTC Sales Tax Exemption Certificate \(TC-721G\)](#)
- [Independent Contractor Declaration](#)
- [Received of Petty Cash](#)
- [Received of Cash Box](#)
- [NPO Requisition](#)
- [W-9](#)
- [Mileage Report Form](#)
- [Mileage from District Office](#)
- [Mileage from ASB](#)
- [Elementary Mileage Table](#)
- [Secondary Mileage Table](#)
- [District Mileage Table](#)
- [Purchase Order Change/Delete Form](#)
- [USTC Publication 35 on Sales Tax Information for Schools](#)
- [Journal Entry Form](#)
- [Daily Deposit Form – Elementary Only](#)
- [Coaches and Advisor Annual Acknowledgement](#)
- [Drivers Ed Quarterly Report](#)
- [Drivers Ed Summer Report](#)
- [School Budget Allocation Transfer Form](#)

You can save a copy on your computer or use this link each time you need to submit a budget transfer.

Transfers will be posted at the end of each month. The reports sent to you on the 5th should reflect the transfers you have submitted.

The form looks just like the paper form you are familiar with. The totals will automatically calculate for you and increases should match decreases.

Attached is a sample of what the form looks like. If you have any questions, please call or email Derek.

Extension – 88275;

E-Mail – derek.anderson2@jordandistrict.org



DEREK ANDERSON, CPA
DIRECTOR OF BUDGETS

If you would like to transfer budget between your postage, supply, textbook, technology supply and equipment budgets, please complete the following form.

You may submit this form at any time. Accounting will post the transfers that have been submitted at the end of the month.

School Name:

School Number:

Please increase these budgets by the amounts indicated:

Postage	10-xxx-0050-2490-532	<input type="text"/>
Supply	10-xxx-0050-1090-610	<input type="text"/>
Textbook	10-xxx-0050-1090-641	<input type="text"/>
Tech. Supply	10-xxx-0050-1090-650	<input type="text"/>
Equipment	32-xxx-9932-4510-730	<input type="text"/>
TOTAL (increases must match decreases):		<input type="text" value="0"/>

By decreasing these budgets by the amounts indicated:

Postage	10-xxx-0050-2490-532	<input type="text"/>
Supply	10-xxx-0050-1090-610	<input type="text"/>
Textbook	10-xxx-0050-1090-641	<input type="text"/>
Tech. Supply	10-xxx-0050-1090-650	<input type="text"/>
Equipment	32-xxx-9932-4510-730	<input type="text"/>
TOTAL (decreases must match increases):		<input type="text" value="0"/>

Principal Signature: _____