

**WESTBROOK SCHOOL DEPARTMENT
BUDGET ADJUSTMENTS & TRANSFERS Between Cost Centers**

FISCAL YEAR FY 0__ (July 1, 200__ – June 30, 200__)

DATE _____

ACCOUNT NUMBER & DESCRIPTION	Adjusted Budget	Original Budget
From: Acct. # ___ - _____ - _____ - ____ Description:		
To: Acct. # ___ - _____ - _____ - ____ Description:		
Explanation of above:		
Total Adjustments		

Business Manager Signature _____

All budget transfers between costs centers will be documented on this form.

All budget transfers will be reviewed and approved by the Finance Committee at its next regular meeting. The Finance Committee will report budget transfers to the School Committee.

DATE APPROVED: _____ To be completed by the Finance Committee	By: _____ for the Finance Committee
DATE ENTERED: _____ To be completed at time of entry by Accounts Payable	By: _____ initial

Approved: April 10, 2002
 Revised: December 14, 2005