

**WESTBROOK SCHOOL DEPARTMENT
BUDGET ADJUSTMENTS & TRANSFERS**
Within Cost Centers for AMOUNTS of \$3,000 or MORE

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 of \$3,000 or more within 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: _____	By: _____
To be completed by the Finance Committee	for the Finance Committee
DATE ENTERED: _____	By: _____
To be completed at time of entry by Accounts Payable	initial

Approved: April 10, 2002
Revised December 14, 2005