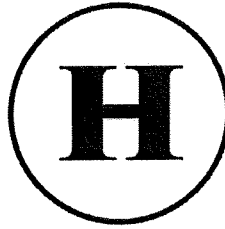


Hanover Public Schools

Matthew A. Ferron
Superintendent of Schools

Deborah St. Ives
Assistant Superintendent



Thomas R. Raab, Ed.D.
Business Manager

Beverly Shea
Director of Pupil Personnel Services

MEMORANDUM

To: Hanover School Committee
From: Thomas Raab, Business Manager
Cc: Matthew Ferron, Superintendent of Schools
Date: March 11, 2015
Re: Transfer Request

I write to request a transfer of funds from a prior year expense account to the Special Education Revolving account. Currently we have a prior year expense encumbrance of \$3,256.95 on a Purchase Order that is partially paid from last year FY '14. We allowed the funds to roll into FY '15 back in July just in case we received a balance bill from the vendor. To date, we've received no invoices on this Purchase Order. I am requesting that the School Committee authorize me to transfer these remaining funds from the prior year expense account to the Special Education Revolving account. As a result, the School Committee will have the discretion to spend these funds on Special Education expenses in the future.

Thank you.