

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 R. Raab, Business Manager *T. Raab*
Cc: Matthew Ferron, Superintendent of Schools *mf*
Date: April 8, 2015
Re: Housekeeping Budget Transfer Request

During the course of the school year we've had situations where payroll employees have worked extra hours as Special Education tutors fulfilling a variety of IEPs and approved tutoring arrangements. These employees are paid out of the employee salary line where they work or where their student(s) go to school.

Typically, Special Education tutoring arrangements are paid out of 01-39-320-2330-04-0021 EXP – SPED CONTRACTED TUTORING SERVICES where funds have been budgeted for this purpose. In order to cover these expenditures in payroll, it is necessary to transfer funds from the above expense account into the appropriate salary account. Thus, I respectfully request authority to transfer:

\$8510.00 **from** 01-39-320-2330-04-0021 EXP – SPED CONTRACTED TUTORING SERVICES
to 01-35-320-2330-03-0016 SAL – MS SPED TUTORS

\$950.00 **from** 01-39-320-2330-04-0021 EXP – SPED CONTRACTED TUTORING SERVICES
to 01-36-320-2330-03-0016 SAL – HS SPED TUTORS

Thank you.