

**Memo:**

To: Salem School Committee

From: Kristin Shaver

Date: June 18, 2018

Re: FY18 Budget Transfer Request 27

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The Business Office requests the following transfer to align funds with the intended expense.

<b>Account Description/Use</b>	<b>Account Number</b>	<b>Amount From</b>	<b>Amount To</b>
Translation	13701331-5320	\$35,000	
Translation Stipends	13700130-5114		\$35,000
Tuition Reimbursement	13990161-5324	\$8,000	
Tuition Incentive	13990160-5144		\$8,000

I recommend approval of the transfer.

