

**Memo:**

To: Salem School Committee

From: Kristin Shaver

Date: January 16, 2018

Re: FY18 Budget Transfer Request 17

The Pupil Personnel Services Department is requesting the following transfer to align funds with the appropriate expense account due to student needs.

Account Description/Use	Account Number	Amount From	Amount To
Medical Contractual	13640161 5302	\$47,500	
Instructional Supplies	13640161 5114		\$47,500

I recommend approval of the transfer.



**Memo:**

To: Salem School Committee

From: Kristin Shaver

Date: January 16, 2018

Re: FY18 Budget Transfer Request 18

The Human Capital Office requests the following transfer to cover the cost of temporary office assistance due to a staffing change:

Account Description/Use	Account Number	Amount From	Amount To
Contract Services	13482021-5320		\$11,373
Salaries	13482020-5160	\$11,373	

I recommend approval of the transfer.

