

SUBMIT ORIGINAL TO:
School Budget & Finance Analysis Bureau Education Building - Room 221 300 Don Gaspar Santa Fe, NM 87501-2786
TELEPHONE NO. (505) 827-3860

PED 994
REV 5/02

CASH TRANSFER REQUEST

FISCAL YEAF 2011-12

DISTRICT: GADSDEN INDEPENDENT SCHOOL DISTRIC PED # 19

In compliance with State Board of Education Regulation, the following cash transfer(s) is/are requested:

FOR A PERMANENT TRANSFER OF CASH FOR THE FOLLOWING REASON:

A donation to the District's Athletic Program was deposited to Fund 23000 in 2010-11. The funds should have been deposited to Fund 22000 as the donation is restricted to use for the Athletic Programs of the District. The correction to the deposit was not made prior to the end of the 2010-11 fiscal year, therefore, a cash transfer is needed to properly reflect account for the cash donation.

OTHER: _____

COMPLIANCE WITH SECTION 10-15-1, NMSA, 1978 COMPILATION:
The requested Cash Transfer(s) was/were authorized at a scheduled Board of Education meeting open to the public on

October 27, 2011
Date

Local Board Approval

FROM FUND/ SUBFUND NO.	TO FUND/ SUBFUND NO.	AMOUNT
23000	22000	4,999.35

- Does cash control ledger balance (bank balance) reflect sufficient cash balance to transfer from?
- Is justification for each transfer included?

YES	NO
X	
X	

SUPERINTENDENT

October 27, 2011
DATE

TO: SCHOOL DISTRICT/COUNTY TREASURER _____, New Mexico

YOU ARE HEREBY AUTHORIZED TO MAKE THE REQUESTED CASH TRANSFER(S).

APPROVED BY: _____
Director, School Budget & Finance Analysis Unit DATE