

**LEBANON COMMUNITY SCHOOL DISTRICT  
SPECIAL SCHOOL BOARD MEETING  
JUNE 26, 2019, 3:30 PM**

District Office Legacy Room

485 5<sup>th</sup> Street, Lebanon, OR 97355

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**MEETING AGENDA**

**1. WELCOME**

- A. Call to Order
- B. Flag Salute

**2. AUDIENCE COMMENTS**

This is a time for citizens to address the Board. The Chair will recognize speaker(s) at the designated time. All speakers shall identify themselves and state their name before speaking. Speakers are asked to provide their name, address and telephone number on the Speaker's Sign-in Sheet. Each speaker may address the Board for three minutes.

**3. RESOLUTION 1819-8 – APPROPRIATION TRANSFER**

**Action: Approval Requested**

**4. ADJOURNMENT**

**Upcoming Board Meeting Dates:**

**August 8, 2019 at 5:00 PM, Santiam Travel Station**

# BOARD MEMORANDUM



**To:** The Honorable Chair and Members  
Lebanon Community School District Board of Directors

**From:** William H. Lewis III, Business Director

**Date:** June 21, 2019

**Meeting Date:** June 26, 2019

**Re:** Financial Update

The district has experienced an increase in payroll expenditures as we finish the year. The increase is due to final June payroll adjustments for staff leave payouts, comp time, stipends, summer school work etc. The transfer request is designed to move money from the 2000 functions to the 1000 functions.

**Board Transfer Budget Appropriation Resolution Request #18-19- 8**

This resolution is requested to keep us in compliance with local budget law on June 30, 2019. See resolution for additional information.

See attachment for additional information.

Attachment

# BOARD RESOLUTION



**To:** The Honorable Chair and Members  
Lebanon Community School District Board of Directors

**From:** William H. Lewis III, Business Director

**Date:** June 21, 2019

**Meeting Date:** June 26, 2019

**Re:** Transfer Budget Appropriation

## **Background**

Oregon Local Budget Law requires districts to appropriate their funds by ODE function code categories.

1000 Instruction

2000 Support Services

3000 Enterprise & Community Services

4000 Facilities Acquisition and Construction

5000 Other Sources

6000 Contingency

If at any point during the year expenditures exceed the budgeted amount in these function code categories, the district is in violation of local budget law. The district is currently projected to exceed the 1000 Instruction funds by an additional \$400,000 by June 30. This transfer resolution is a request to transfer funds from 2000 support services into 1000 instruction services. The requested amount is \$450,000. The additional \$50,000 is to cover any potential unforeseen adjustments that can come out of the final 2018-19 audit process.

The goal behind this transfer is to make sure we stay in compliance with local budget law.

## **Recommendation**

I recommend the Board adopt the Resolution to transfer appropriations of \$450,000.00 from accounts-

100.2542.0243.000.000.000 \$200,000.00

100.2542.0210.000.000.000 \$ 75,000.00

100.2410.0210.016.000.000 \$175,000.00

To accounts-

100.1111.0111.107.000.000 \$200,000.00

100.1111.0111.149.000.000 \$ 75,000.00

100.1111.0111.149.000.000 \$175,000.00

**Resolution #1819- 8 Appropriation Transfer**

**Whereas:** ORS 294.463 allows for transfer of appropriations within a fund when authorized by board resolution, and;

**Be It Resolved:** it is the desire of the School District to transfer from budget accounts:

100.2542.0243.000.000.000 \$200,000.00  
100.2542.0210.000.000.000 \$ 75,000.00  
100.2410.0210.016.000.000 \$175,000.00  
Total \$450,000.00

To accounts-

100.1111.0111.107.000.000 \$200,000.00  
100.1111.0111.149.000.000 \$ 75,000.00  
100.1111.0111.149.000.000 \$175,000.00  
Total \$450,000.00