

# Board of Trustees

## Executive Summary of Board Agenda Item

Meeting Date: \_\_\_\_\_

Subject/Title for Agenda Posting: Presentation of Budget Amendments for November 2025

Justification Statement: Presentation for your review and acceptance of Budget Amendments for the month of November 2025

Purpose of Agenda Item: ☒ Information ☐ Discussion ☒ Action  
Item Type: ☐ Curriculum & Instruction ☐ Human Resources ☒ Business Services

Staff Responsible: Cristina Pulley, Executive Director of Financial Services

Signature of Requester(s)

Signature of Presenter(s)

*[Handwritten Signature]*

Business Services Approval (Initials)

12-8-25

Date

### Agenda Summary:

Presentation of Budget Amendments for November 2025

RECOMMENDATION: Administration recommends approval of Budget Amendments for the month of November 2025

PRIOR BOARD ACTION: AWARDED: AWARDED AMOUNT:

AMOUNT(S): N/A

ACCOUNT NO(S):  
N/A

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)  
N/A

REQUESTING DEPARTMENT:  
Financial Services Department

CONSEQUENCES OF NON-APPROVAL:  
N/A

IMPLEMENTATION TIMELINE:  
N/A

ATTACHMENT(S): ☒ Budget Amendments Memo





# FINANCIAL SERVICES

## CANUTILLO A Premier District

TO: Board of Trustees  
Dr. Jessica Arellano, Interim Superintendent

FROM: Cristina Pulley, Executive Director for Financial Services

DATE: Dec 8 , 2025

SUBJECT: Budget Amendments for November 2025

Budget Amendments submitted are summarized below for your review and consideration.

Administrative Cost Ratio Formula:

21 Instructional Leadership + 41 General Administration

All Expenses

**BC #347486** -This amendment will allocate funds from function (13) Curriculum development & Instructional Staff Development to (23) School Leadership for the time clocks. This budget amendment will have no impact on the administrative cost ratio.

Budget Account Number		Current Budget	Change	Amended Budget
199.13.6411.00.103.11	Employee Travel, Training and Subsistence	\$ 2,046	\$ (1,350)	\$ 696
199.23.6398.00.103.99	Controlled Assets Other-Technology	\$ -	\$ 1,350	\$ 1,350

Street Address:  
7965 Artercraft Rd.  
El Paso, TX 79932

Mailing Address:  
P.O. Box 100  
Canutillo, TX 79835

P: (915) 877-7516  
F: (915) 877-7524  
canutillo-isd.org

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(915) 877-3423 | 7965 Artercraft Dr. | El Paso TX 79932.