



# Canutillo Independent School District

7965 Artercraft Rd.

El Paso, TX 79932

Mailing Address P.O. Box 100

Canutillo, Texas 79835

**Ron Gatlin**  
Purchasing Agent

Voice (915) 877-7426  
Fax (915) 877-7415

## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: August 21, 2013

SUBJECT: Budget Amendments

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Please find enclosed budget amendment for your review and consideration under the Consent Agenda.

- Budget Amendment # BJE 215189 is for the transfer of funds for out of town professional development for Northwest Early College HS
- Budget Amendment # BJE 215185 is for the transfer of funds to budget funds to purchase fuel for the school year for the new CATE vehicles.
- Budget Amendment # BJE 217058 is for the transfer of funds to pay for the AMS library aide to prepare the library for the start of school.
- Budget Amendment # BJE 217205 is for the transfer of funds to pay for travel for the parent representative on the SHAC Committee..
- Budget Amendment # BJE 217517 is for the transfer of funds to purchase furniture for the new CATE counselor at CHS
- Budget Amendment # BJE 217647 is for the transfer of funds to realign CATE funds to meet the needs of the program for the fiscal year.

*The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District's policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Artercraft Rd., El Paso, TX 79932.*

*El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación del Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, (915) 877-7423, 7965 Artercraft Rd., El Paso, TX 79932.*

TO: Dr. Pedro Galaviz, Superintendent

THROUGH: Martha Aguirre, Executive Director Financial Services

FROM: Kathy Ellis, Business Manager

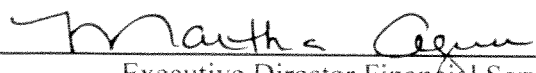
SUBJECT: Northwest Early College High School - BJE #215189

DATE: August 21, 2013

BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.11.6399.00.003.4.11 General Supplies	8,965.00	(1,000.00)	7,965.00
			-
199.13.6411.00.003.4.99 Employee Travel	-	1,000.00	1,000.00

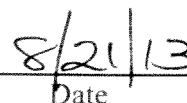
REASON FOR BUDGET AMENDMENT REQUEST: This budget amendment is to transfer funds from function 11 to function 13 to provide out of town professional development for the teachers at Northwest Early College High School.

\_\_\_\_\_  
Superintendent



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Executive Director Financial Services

\_\_\_\_\_  
Date

  
Date

TO: Dr. Pedro Galaviz, Superintendent

THROUGH: Martha Aguirre, Executive Director Financial Services

FROM: Kathy Ellis, Business Manager

SUBJECT: Career & Technology Department- BJE# 215185

DATE: August 21, 2013

BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.11.6631.00.917.4.22 Vehicles	2,836.00	(2,836.00)	-
199.11.6397.00.917.4.22 Fixed Assets Other	248,563.00	(1,164.00)	247,399.00
199.36.6311.00.917.4.22 Gasoline & Other Fuel	-	4,000.00	4,000.00

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REASON FOR AMENDMENT REQUEST - This budget amendment is to transfer funds from function 11 to function 36 to budget for funds to purchase fuel for the new CATE vehicles.

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Superintendent

  
\_\_\_\_\_  
Executive Director Financial Services

\_\_\_\_\_  
Date

8/21/13

\_\_\_\_\_  
Date

TO: Dr. Pedro Galaviz, Superintendent

THROUGH: Martha Aguirre, Executive Director Financial Services

FROM: Kathy Ellis, Business Manager

SUBJECT: Alderete Middle School - BJE # 217058

DATE: August 21, 2013

BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.53.6121.06.728.4.99 Overtime Compensation	4,000.00	(102.00)	3,898.00
199.11.6128.05.042.4.11 Extra Duty Pay	-	102.00	102.00

REASON FOR AMENDMENT REQUEST - This budget amendment is to transfer funds from function 53 to function 11 to pay for the AMS library aide to prepare the library for start of school. The AMS librarian is out on FMLA leave.

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Superintendent

  
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Executive Director Financial Services

\_\_\_\_\_  
Date

8/21/13  
\_\_\_\_\_  
Date

TO: Dr. Pedro Galaviz, Superintendent

THROUGH: Martha Aguirre, Executive Director Financial Services

FROM: Kathy Ellis, Business Manager

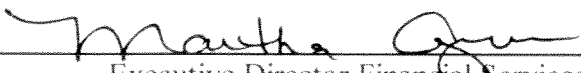
SUBJECT: Student Support Division - BJE # 217205

DATE: August 21, 2013

BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
			-
199.21.6419.90.920.4.99 Non-Employee Travel	1,000.00	(1,000.00)	-
			-
199.61.6419.90.920.4.99 Non-Employee Travel	-	1,000.00	1,000.00
			-

REASON FOR AMENDMENT REQUEST - This budget amendment is to transfer funds from function 21 to function 61 to provide funds to send the parent representative on the SHAC committee to out of town trainings.

\_\_\_\_\_  
Superintendent

  
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Executive Director Financial Services

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date

TO: Dr. Pedro Galaviz, Superintendent

THROUGH: Martha Aguirre, Executive Director Financial Services

FROM: Kathy Ellis, Business Manager

SUBJECT: Career & Technology Department- BJE# 217517

DATE: August 21, 2013

BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.11.6397.00.917.4.22 Fixed Assets Other	245,899.00	(1,500.00)	244,399.00
199.31.6397.00.917.4.22 Fixed Assets Other	-	1,500.00	

REASON FOR AMENDMENT REQUEST - This budget amendment is to transfer funds from function 11 to function 31 to purchase furniture for the new CATE counselor at CHS.

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Superintendent

  
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Executive Director Financial Services

\_\_\_\_\_  
Date  
8/21/13  
\_\_\_\_\_  
Date

TO: Dr. Pedro Galaviz, Superintendent

THROUGH: Martha Aguirre, Executive Director Financial Services

FROM: Kathy Ellis, Business Manager

SUBJECT: Career & Technology Department- BJE# 217647

DATE: August 21, 2013

BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.11.6397.00.917.4.22 Fixed Assets Other	202,899.00	(43,000.00)	159,899.00
199.11.6398.00.917.4.22 Fixed Assets Technology	72,279.00	(11,650.00)	60,629.00
			-
199.11.6118.13.917.4.22 Extra Duty Pay	-	12,300.00	12,300.00
199.11.6494.00.917.4.22 Transportation Charges	6,800.00	1,200.00	8,000.00
199.13.6411.00.917.4.22 Employee Travel	10,534.00	6,000.00	16,534.00
199.13.6499.00.917.4.22 Misc Operating Expense	2,000.00	7,000.00	9,000.00
199.21.6321.00.917.4.22 Textbooks	500.00	5,000.00	5,500.00
199.21.6397.00.917.4.22 Fixed Assets Other	1,000.00	5,000.00	6,000.00
199.21.6398.69.917.4.22 Fixed Assets Technology	-	2,500.00	2,500.00
199.21.6411.00.917.4.22 Employee Travel	1,607.00	4,000.00	5,607.00
199.21.6497.00.917.4.22 Postage	50.00	2,650.00	2,700.00
199.31.6411.00.917.4.22 Employee Travel	10,000.00	5,000.00	15,000.00
199.36.6494.00.917.4.22 Transportation Charges	100.00	3,000.00	3,100.00
199.51.6319.00.917.4.22 Custodial Supplies	-	1,000.00	1,000.00

REASON FOR AMENDMENT REQUEST - This budget amendment is to transfer funds from function 11 to functions 13, 21, 31, 36, and 51 to better meet the needs of the CATE program for the fiscal year.

Superintendent

Kathy Ellis for Martha Aguirre  
Executive Director Financial Services

Date  
8/21/13  
Date