

Ravenna Public Schools



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January 12, 2016

Mrs. Bolling-

As per our conversations regarding reviewing expenditures from the depreciation, special building, and QCPUF funds in advance of the 2016 January Board meeting, I am asking that you make the following transfers of money between the three accounts to correct coding discrepancies made during the first months of the 2015-16 budget cycle. I am asking you to make these transfers after conferring with the school's auditor, Mr. Gary Hinrichs, to ensure the coding changes are appropriate and in the best interest of the school. Please make these transfers prior to balancing and reporting the account balances for these funds to the Ravenna Board of Education at the regularly scheduled February 8th Board Meeting. I will plan to share a copy of this memo with the Finance Committee at the February 8th Board Meeting, so that they are aware of the transfers and the purpose of these transfers.

1. Transfer \$9509.59 from the Special Building Fund to the Depreciation Fund for expenditures in the amounts of \$3,041.59 (carpet) and \$6,468.00 (concrete).
2. Transfer \$12,626 (boiler replacement payment) from the QCPUF Fund to the Special Building Fund.

Thank you for you making these transfers and for your patience with me. Please let me know if you have any questions as you execute these transfers.

Signed,

A handwritten signature in blue ink that reads "Ken Schroeder". The signature is stylized with a large, looped 'K' and a cursive 'S'.

Ken Schroeder, Ravenna Superintendent of Schools