

Request to the SBRC for a COVID-Related Fund Transfer

The complexity of identifying and accounting for related district costs, interrupted revenue streams, and additional revenue are the responsibility of the district. Exhibits are meant to be a uniform way to help simplify this responsibility and the presentation of materials to the SBRC.

Exhibit Content

1. Cover letter addressed to the SBRC and sent to Liaison's attention should include:
 - a. Executive summary of the exhibits including specific reason for the fund transfer request
 - b. Specific dollar amount for each fund transfer request with a grand total if multiple requests
 - c. Date request was approved by the board.
 - d. If the board president, superintendent, or board secretary are not providing their signature on the letter, please copy them on the letter.
 - e. List of assurances should include:
 - i. All costs were paid from stated fund
 - ii. No costs were included in any other request to the SBRC.
 - iii. Requests do not include costs for which other revenue was received.
 - f. Provide the cover letter as a pdf with signatures and word doc (signatures not required).
2. Locally developed documentation supporting the request.
 - a. General narrative of the situation (Word or PDF). Specify whether the costs incurred were
 - i. regularly planned costs whose revenue stream was interrupted due to the pandemic, or
 - ii. additional (non-budgeted) costs related to the district's response of the pandemic.
 - b. Itemization of costs used to determine the transfer amount being requested (Excel if numerous lines)
 - c. Information should be organized in a manner that makes SBRC review and verification an efficient process.
3. Board minutes showing action taken in a public board meeting (1) approving the exhibits and (2) authorizing the district administration to make the request to the SBRC.
 - a. Be sure the specific amount is included.
 - b. Fund transfer requests should be detailed including the specific amount to be transferred from the General Fund to each other fund. (PDF or Word)