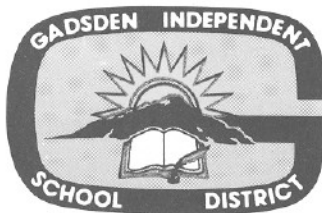


SUPERINTENDENT
RON HAUGEN



1325 W. WASHINGTON ST.
P.O. DRAWER 70
ANTHONY, N.M. 88021
PHONE (505) 882-6200

January 22, 2004

Dr. Veronica Garcia
Secretary of Education
Public Education Department
300 Don Gaspar
Santa Fe, New Mexico 87501-2786

Dear Dr. Garcia:

This is a formal request for a waiver to transfer funds from the 70% instructional materials account to the 30% account. The district schools chose to keep their previous reading series adoption and use their Title I, district operational allocation, and some 70% monies to fund the Gadsden District Initiative in Literacy – Balanced Literacy in Two Languages: A Dual Language Approach. There is additional need for funds in the 30% account to complete the purchases.

Therefore, we are requesting to move our current balance in the 70% account into the 30% account. If you concur, please sign the attached budget adjustment request that was approved by our local school board on January 22, 2004.

Sincerely,

Ronald Haugen
Superintendent

Luz Vargas, President
Gadsden Board of Education

SUBMIT COPIES (as applicable)
 a. Supporting Documentation for Increases
 b. Form 910B-3 for increases over \$1,000 in Operational (non-categorical)

STATE OF NEW MEXICO
 DEPARTMENT OF EDUCATION
 300 Don Gaspar
 Santa Fe, New Mexico 87501-2786

BUDGET ADJUSTMENT REQUEST
 Fiscal Year 2003-04

DOCUMENT ID: _____
 Federal Tax ID: _____
 Please Identify One:
 _____ General Fund/Special Revenue/
 _____ Capital Outlay/Debt Service
 _____ Direct Grant
 Flowthrough - Program or Admin.
 Name: Instructional Materials (14000)
 _____ Transportation (Local Board Only)
 TYPE OF ADJUSTMENT:
 _____ Initial Budget (Flowthrough)
 _____ Increase
 _____ Decrease
 Transfers

Adjustment Changes Intent/Scope of Program YES or NO: YES

BUDGET PERIOD July 1, 2003 TO June 30, 2004
 A. Carryover: 716,069
 B. Total Current Year Allocation: 1,113,089
 C. Administrative Pool Allocation: _____
 D. TOTAL FUNDING AVAILABLE: 1,829,158
 E. TOTAL APPROVED BUDGET (SBPU): _____

TOTAL APPROVED BUDGET (FLOWTHROUGH): _____

ENTITY NAME: _____ CONTACT: _____ TELEPHONE NO. _____
 (ROUND UP TO THE NEAREST DOLLAR)

REVENUE AND FUND CODE	FUNCTION/OBJECT EXPENDITURE		DESCRIPTION	PRESENT BUDGET	AMOUNT OF ADJUSTMENT	ADJUSTED BUDGET	ADD'L FTE
	FROM	TO					
8511/14000	01.4107	01.4111	Instructional Materials - 30%	556,689	635,216	1,191,905	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
				SUB TOTAL	635,216		TOTAL FTE 0.00
				INDIRECT COST	0		
				TOTAL	635,216		

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:
 A. The above requested budget changes were authorized at a scheduled Board of Education meeting advertised and open to the public on January 22, 2004.
 B. Justify below requests for transfer. Attach additional sheets if necessary.

FUNCTION/OBJ	JUSTIFICATION	FUNCTION/OBJ	JUSTIFICATION
01.4111	Transfer all remaining unencumbered, unexpended balance in 70% to 30% pursuant to request by district.		

SCHOOL DISTRICT CERTIFICATION

SUPERINTENDENT	DATE
FISCAL OFFICER	DATE

SDE APPROVAL

ANALYST	PROGRAM DIRECTOR	DATE
	AGENCY SUPPORT/SCHOOL BUD.	DATE