



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

Procedures/Forms for Review and Approval of PEA Transfers

General Information:

The following are the procedures and forms for review and approval of transfers of funds within approved Preschool Education Aid (PEA) planning budgets. The cut-off date for submitting transfer requests is May 31. As per the School Funding Reform Act of 2008 (SFRA), districts may not transfer PEA out of Fund 20 without written permission from the Commissioner at budget time.

Districts must complete the attached transfer notification form to notify the executive county superintendent only of certain transfers, specified below. DOE review and approval is only required under the circumstances specified below. Board Ratification is required for these revisions after DOE approval.

Revisions/transfers requiring approval are those that include the elimination of funding allocated to a line, any transfer from Instruction to Support Services, and any transfer into Facilities Acquisition and Construction Services (from either Instruction or Support Services). These revisions/transfers require prior DOE written approval.

Completion of the Revision/Transfer Forms:

The chief school administrator or the school business administrator must complete and sign the two-page transfer notification form and submit the form to the executive county superintendent for approval. The forms are available on the [DOE Transfers Worksheet website](#). The DOE and the district will keep copies of the transfer forms on file; districts must make the forms available for audit.

Use page 1 to provide a rationale for the requested transfer(s). The form on page 1 includes:

- An area for a brief narrative description of the plan amendment. The description must provide a clear explanation and rationale for the requested transfer. The DOE will use this area, along with the other information, to determine approval or denial of the request; and
- Lines for district and DOE signatures and dates and a line for the board resolution date.

Use page 2 to detail the requested transfers by appropriation lines. For each revision/transfer, the form on page 2 requires:

- The appropriation account number and name being decreased;

- The appropriation account number and name being increased;
- The original appropriation amount for the accounts being increased and decreased;
- The appropriation amount for the accounts being increased and decreased before transfer;
- The applicable increase or decrease to each account; and
- The appropriation amount for the accounts being increased and decreased after transfer.

Submission of Transfer Request:

Districts must submit the transfer notification forms to the executive county superintendent, who will review and determine approval. The county office will contact the district if additional information is needed before approval, and return the approved copy of the transfer form to the district. Districts are not required to make changes to or revise the budget software in Homeroom.

Questions on these transfers should be directed to the county office.