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**WATERTOWN SCHOOL DISTRICT No. 14-4**

P.O. BOX 730  
 WATERTOWN, SOUTH DAKOTA 57201-0730

August 7, 2012

Department of Education  
 Attn: Shawna Poitra, Education  
           Program Specialist  
 800 Governor's Drive  
 Pierre, SD 57501

Shawna:

Please let this letter serve as the Watertown School District's request for consideration of a budget amendment to the 1003g School Improvement Allocation. Most of the areas are within the 10 percent allowance and therefore, the requested amendment is minimal.

Amendment Request	<u>Current Budget</u>	<u>Adjustment Request</u>	<u>Revised Budget</u>
<b>1273 Programs for Children</b>			
Benefits	\$49,114	+\$6,300	\$55,414
Purchased Services	\$11,255	+ \$100	\$11,355
<b>2210 Professional Development</b>			
Purchased Service	\$23,584	<u>-\$6,400</u>	\$17,184
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The need for the adjustment to the benefits category is due to the fact that one additional employee being compensated with grant dollar choose to participate in the District's Group Health Insurance. The District's share in this cost is \$6,300.00 annually. The \$100.00 requested adjustment to the Purchased Services area was caused by travel expenses being slightly higher than expected. These two increases are covered by the Professional Development area in which dollars remain unspent.

I appreciate any and all consideration and will hold off on the filing of the District's June 30, 2012 claim until I hear from you. Please let me know if you need additional information.

Sincerely,

  
 Rick Hohn, Business Manager