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**INTEROFFICE MEMORANDUM**

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**TO:** DR. JAMES FRANCHINI, SUPERINTENDENT  
**FROM:** MICHAEL OUMET  
**SUBJECT:** EMPLOYEE BENEFITS ACCRUED LIABILITY RESERVE  
**DATE:** NOVEMBER 20, 2018  
**CC:** BOARD OF EDUCATION

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As a result of an employee retirement payment in the amount of \$5,655 for accumulated sick to Wendy Sue Prout per the District's memorandum of agreement, a transfer is necessary to fund this payment. The payment totaled \$5,655. This payment of accrued leave should be appropriately paid from funds available in the Employee Benefits Accrued Liability Reserve.

I recommend the Board authorize the transfer of these funds to the General Fund and increase the General Fund budget (A9089801000000) by \$5,655.

Please place this recommendation on the December 10, 2018 Board of Education agenda. Please do not hesitate to contact me if you have any questions regarding this recommendation.