



369 Bethlehem Road
Paris, KY 40361



for the Love of Learning

**Bourbon County
Preschool Head Start**
Melissa Hamilton, Principal



Telephone: 859-987-2183
Fax: 859-987-5867

'To enhance school readiness for all young children in Bourbon County by ensuring quality services which are comprehensive, integrated and family focused.'

Budget Revision FY 2025

To whom it may concern,

Bourbon County Preschool Head Start respectfully requests prior approval from the Administration for Children and Families (ACF) to revise the FY 2025 noncompeting grant budget in accordance with 45 CFR §75.308. The program is requesting to reallocate unobligated funds totaling \$25,000 to the Equipment line item to partially support the purchase of a school bus.

The proposed budget revision includes the transfer of \$10,000 from Supplies (Health Services), \$5,000 from Travel, and \$10,000 from Personnel to the Equipment category. The \$10,000 from Supplies represents Health Services funds that had been reserved for medical procedures for children without health insurance; however, these services were not required during the budget period. The \$5,000 from Travel reflects reduced travel and mileage expenses due to lower-than-projected enrollment and fewer home visits. The remaining \$10,000 consists of unexpended certified salary funds that had been budgeted for a higher-salaried teaching position. As the position was filled by a candidate at a lower salary level, these funds were not fully utilized.

The program is requesting prior approval to purchase one school bus at a total cost of \$190,381.00. The purchase is necessary due to the deteriorating condition of the current bus fleet, which presents ongoing maintenance and reliability concerns and impacts the program's ability to safely transport enrolled children. The attached vendor quote is for a 72-passenger school bus equipped with 3-point seat belts.

While the requested \$25,000 reallocation will not fully fund the purchase, these funds will be expended no later than June 30, 2026, or sooner, depending on the manufacturer's production and delivery timeline. The school district is actively identifying and evaluating additional funding sources to cover the remaining balance of \$165,381.

Additionally, Bourbon County Preschool Head Start is requesting a waiver of the nonfederal share requirement associated with the reallocated funds, as permitted under applicable Head Start regulations.



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On February 18, 2026, the Bourbon County Board of Education approved the FY 2025 budget revision in the amount of \$25,000 to support the purchase of a school bus.

Bradley Purcell

Date

Board Chair

Budget Justification	Current Balance	Revised Budget		
Personnel	\$ (10,000.00)			
Equipment		\$ 25,000.00		
Supplies (Health Services)	\$ (10,000.00)			
Travel	\$ (5,000.00)			
Total	\$ (25,000.00)	\$ 25,000.00	\$ -	NET