

REGULATIONS GOVERNING BUDGET TRANSFERS

An appropriation or personnel authorization is legal authorization granted by the Board of Education through adoption of an annual operating line item budget or through specified Board action. This authorization enables the Superintendent and administrative staff to make expenditures, incur obligations and employ personnel for one fiscal year. Through its budgeting procedure, the Board of Education also utilizes the personnel authorization and appropriation process for cost containment and personnel appointments. Expenditures may not exceed the account function authority. It may be necessary to add, transfer, or delete appropriations and/or personnel authorizations during a fiscal year.

During the fiscal year, budget transfers will be made in accordance with the following procedures and subject to limitations provided herein:

1. All requests for transfer and/or budget adjustments shall be made in writing to the Chief Financial Officer.
2. Line item transfers may be transferred with the approval of the division head and the Chief Financial Officer.
3. All requests to increase line item budget allocations for personnel, services or materials will be reviewed by the District Leadership Team or Resource Allocation Team with recommendations to the Superintendent for approval within the limits of Board approved line item budget.

Each service area head will have responsibility for monitoring and controlling personnel budgets/appointments in accordance with Board approved personnel authorizations. The Chief Financial Officer will ensure that all recommendations to the Board for personnel appointments and/or transfers do not exceed budgeted personnel authorizations.

ADOPTED: 6/11/90
6/13/94
6/4/09

Reviewed: 5/94, 5/5/00, 1/8/04, 3/7/19