

# Business and Non-Instructional Operations

## Budget Administration

3160

The Board of Education, in its discretion, shall expend funds appropriated to it for the operation and maintenance of the schools and their educational programs. The Superintendent of Schools shall direct budget expenditures and budget management, shall develop regular and timely expenditure projections, and shall keep the Board of Education informed of the status of the budget.

No financial expenditure shall be made which exceeds the approved budget total. The Superintendent shall expend budgetary funds as approved by the Board and shall establish controls and procedures for all budget expenditures. The Board of Education shall be notified in advance, when possible, of projected over-expenditures in major account code classifications, along with the Superintendent's plan for balancing over-expenditures through account transfers. Required transfers between major account code classifications will be prepared as necessary by the Superintendent of Schools and shall be presented with the pertinent information to the Board of Education at their regularly monthly meetings for approval.

To assist the Board in carrying out its fiscal and general district responsibilities, the Superintendent of schools shall prepare quarterly financial statements.

## Budget Transfers

The Board may transfer any unexpended or unencumbered portion of any line item to a line item in another account or in the same account provided such transfers do not exceed the total budget appropriation made to the board by the fiscal authority of the Town.

**Emergency Situations:** The Superintendent is authorized by the Board to make budget transfer(s) under emergency conditions if the Board cannot meet in a timely fashion to respond to the emergency. The Board recognizes the need for such emergency budget transfer(s) to protect the health, welfare, or safety of students or staff, or to safeguard against facilities damage. At the first available opportunity, the Superintendent shall:

1. advise the Board of such administrative actions;
2. identify budget areas from which equivalent funds have been transferred;
3. request, if necessary, that the Board seek a supplementary appropriation from the Town Council.

**Non-emergency Situations:** The Superintendent shall provide the Board with a report on any non-emergency transfers at the meeting of the Board which next follows the transfer. This report shall include information as to the need for such transfer.

**Revised: August 25, 2008**