

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **3000**
CATEGORY: **Budget and Non-
Instructional
Operations**
POLICY CODE: **3160/Budget Transfer**

BUDGET TRANSFER

Policy Statement

In accordance with Connecticut General Statute Sec.10-222, the money appropriated by the Town of Trumbull for the maintenance of its public schools shall be expended by and in the discretion of the Trumbull Board of Education. The Board may transfer any unexpended or non-contracted portions of any appropriation for school purposes to any other item of such itemized estimate.

The purpose of this Budget Transfer Policy and the Regulations hereunder is to set guidelines for the transfer of funds between line items, and to give the Board of Education an opportunity to review deviations from the line item budget originally approved by the Trumbull Board of Education.

Adopted: 6/4/1996
Revised: 6/02/1998, 6/06/2000,
5/17/2005, 01/08/2009, 10/20/2015

Reference

- Connecticut Public Act 13-60

Regulations

Transfers of Funds

During a fiscal year, the Board of Education may need to transfer funds from one budget line item to another.

The Board of Education may transfer unexpended or non-contracted portions of any appropriation for school purposes to any line item. Total expenditures shall not exceed the total appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes.

The approval of such transfers shall be based upon need, emergencies, and/or circumstances that were unforeseen at the time of the adoption of the budget, or a reordering of priorities during the fiscal year.

1. Emergency Expenditures

The Superintendent, in conjunction with the Board Chairman is authorized to approve non-budgeted expenditures under emergency circumstances (such as, but not limited to, safety, security, health, physical plant, logistics, and/or transportation) if the next Board meeting will not be held in time to consider it. The Superintendent shall notify Board of Education members of an emergency expenditure within five business days. Discussion of the emergency expenditure and determination of whether a transfer or supplemental request to the Board of Finance is necessary shall be added to the agenda of the next board meeting. A written explanation of an emergency transfer shall be provided to the Trumbull Town Council.

2. Budget Account Transfers

The Board establishes the following criteria for authorization of transfers:

- Building Principals or supervisors of cost centers have the authority to request transfers between line items within their cost centers with the exception of salary accounts for amounts not to exceed \$5,000.
- The Superintendent or his/her designee has the authority to transfer funds between line items and between cost centers not to exceed \$10,000.

All transfers over \$10,000 shall be reviewed to determine if they are of a mandatory or discretionary nature. Mandatory transfers include, but are not limited to, expenditures required by state statute such as IEP or due process. The Superintendent or his/her designee may authorize any mandatory transfer required. All discretionary transfers require authorization from the Board of Education in public session.

All transfers will be reviewed by the Finance Committee and then by the full Board of Education on a monthly basis.