

**3160/Budget Transfer**

TRUMBULL PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY MANUAL

SECTION: 3000  
CATEGORY: Business & Non-  
Instructional Operations  
POLICY CODE: 3160/Budget Transfer

**BUDGET TRANSFER**

**Policy Statement**

In accordance with Connecticut General Statutes §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 uncontracted-for portion of any appropriation for school purposes to any other items 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 budget object codes, and to give the Board of Education an opportunity to review deviations from the budget originally approved by the Trumbull Board of Education.

The Board of Education looks to the Superintendent and the Business Manager to inform it of potential line item budget over-runs. This communication should promote a positive relationship among the Administration, the Board of Education, and Town Boards related to how moneys are effectively being spent.

Adopted: 6/4/1996  
Revised: 6/2/1998, 6/6/2000,  
5/17/2005, 1/8/2009, 10/20/2015,  
8/27/2019

**References**

- Connecticut Public Act 13-60
- Connecticut General Statutes §10-222

**Regulations**

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 any unexpended or uncontracted-for portion of any appropriation for school purposes to any other line item. Total expenditures shall not exceed the total appropriation made by the Town of Trumbull combined with such funding as may be received from other sources (e.g., grants, Pay to Participate fees, etc.) 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. Budget Transfers under Emergency Circumstances**

- The Superintendent, in conjunction with the Business Manager, is authorized to make budget transfers under emergency circumstances (such as, but not limited to, safety, security, health, physical plant, logistics, and/or transportation) if the need for the transfer prevents the Board from meeting in a timely fashion to consider such transfer. The Superintendent shall notify Board of Education members of such a budget transfer within two business days. Discussion of the transfer, and whether a supplemental request to the Board of Finance is necessary, shall be added to the agenda of the next Finance Committee and/or the next Board of Education meeting. A written explanation of such a transfer shall be provided to the Board of Finance, the Trumbull Town Council, and the First Selectman.

**2. Budget Transfers under Non-Emergency Circumstances**

The Board establishes the following criteria for authorization of non-emergency transfers:

- Under non-emergency circumstances, the Superintendent and the Business Manager have the authority to transfer funds between any budget object codes in an amount not to exceed \$25,000.
  - All non-emergency transfers over \$25,000 shall be reviewed by the Superintendent and the Business Manager to determine if the expenditures that would require such transfer are of a mandatory or discretionary nature.
    - Mandatory non-emergency transfers include, but are not limited to, those related to expenditures required by State statute, such as IEP or due process expenditures. The Superintendent or the Business Manager may authorize any mandatory non-emergency transfer over \$25,000, but shall provide a detailed report on any such transfer at the next Regular Meeting of the Board of Education.
    - All discretionary non-emergency transfers over \$25,000 require prior authorization from the Board of Education.
3. All transfers, identifying the budget object code increased and the budget object code reduced, will be reviewed at each Regular meeting of the Finance Committee and then at the subsequent meeting of the full Board of Education.