

BLOOMFIELD PUBLIC SCHOOLS
Bloomfield, Connecticut

BOARD POLICY

No. 3160(a)

**RE: Board Budget Procedures and Line Item Transfers
Business/Non-Instructional Operations**

Approved: March 11, 2014

Revised: June 9, 2015

In accordance with Conn. Gen. Stat. §10-222, the Board of Education shall prepare an itemized estimate of its budget each year for submission to the fiscal authority for review and appropriation. Line items in such budget estimate shall include, but are not limited to, the following:

- Salaries
- Employee Benefits
- Purchased Services
- Tuition, Public In-State
- Tuition, All Other
- Supplies
- Property
- Other

Following the annual appropriation, the Board of Education shall meet and revise such itemized estimate, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Superintendent or his/her designee in the development, administration and monitoring of the budget.

The Superintendent and/or his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or his/her designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. A monthly budget report shall be prepared showing for each line item the appropriated budget amount, expenditure to date (to include encumbered and expended amounts), projected expenditures, difference between the projected expenditures and the appropriation, and general comments indicating the reasons for the difference.

Such budget report shall be presented to the Board of Education by the fifteenth of the month.

Based on expenditures and budget projections, with such budget reports, the Superintendent shall recommend to the Board of Education transfers between budgetary locations and all salary transfers and other transfers that exceed \$25,000 both within a location or between locations as conditions may require. All transfers must be preapproved by the immediate supervisor, Superintendent (or designee) and Business Manager.

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The Superintendent is authorized to make such transfers as necessary if the urgent need for transfer prevents the Board of Education from meeting in a timely fashion to consider the transfer. Transfers made in such instances shall be announced at the next regularly scheduled meeting of the Board of Education. Written explanation of such emergency transfer shall be provided to the Town Council.

The Board of Education shall not expend more than the amount of the appropriation and the amount of money received from other sources for school purposes. If any occasion arises whereby additional funds are needed by Board of Education, the Chairperson of the Board shall notify the Town Council and submit a request for such necessary additional funds. No additional funds shall be expended until such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and Budget. (as amended by P.A. 13-60, An Act
Concerning the Consolidation of Non-Educational Services)