DBJ - Budget Transfers

Unencumbered moneys shall not be transferred from one fund to another unless authorized in advance by the Board. When a contingency occurs, the Board of Education by resolution may transfer any unencumbered moneys from the contingency reserve account, which is within the general fund, to any other fund or function.

The Board shall not transfer moneys from the bond redemption fund, the special building fund, or the transportation fund.

School budget accounts

Principals and their designees are responsible for funds budgeted to that school and may transfer moneys between their discretionary accounts. The superintendent and/or ~~business manager~~CFO/COO shall be notified of such transfers. However, moneys in school staffing salary and benefit accounts cannot be transferred without Board approval.

Program budget accounts

Program managers and their designees are responsible for funds budgeted to that program and may transfer discretionary moneys according to procedures established by the program manager. Transfers between programs must have the approval of each program manager's immediate supervisor. The superintendent and/or ~~business manager~~CFO/COO shall be notified of such transfers.

Current practice codified 1989
Adopted: August 1, 1989, August 17, 1992, January 17, 1994, October 19, 2009
Reviewed: April 16, 2018

LEGAL REFS.: C.R.S. 22-32-107 (duties of treasurer)

C.R.S. 22-44-102 (3) (definition of contingency)

C.R.S. 22-44-112 (transfer of moneys)

C.R.S. 22-44-113 (borrowing from funds)

C.R.S. 22-45-103 (1)(a)(II) (general fund)

C.R.S. 24-10-115 (authority for public entities to obtain insurance)