

This version does not permit any transfer of funds, even in an emergency, without Board of Education approval. (Version #1)

Business/Non-Instructional Operations

Transfer of Funds Between Categories; Amendments

The Board of Education may transfer any unexpected or uncontracted for portion of any appropriation for school purposes to any other item of such itemized estimate. Expenditures in each fiscal year shall not exceed the appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes.

The Board shall provide a written explanation of a transfer made under emergency circumstances to the town's legislative body or, if the legislative body is a town meeting, to the Board of Selectman.

Optional language:

To allow scrutiny of the expenditures and to allow the Board to exercise its oversight responsibility, the Superintendent of Schools will furnish to the Board of Education monthly expenditure statements and quarterly budget projections.

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)

Policy adopted:

This version permits a transfer of funds, under emergency situations, without Board of Education approval. (Version #2)

Business/Non-Instructional Operations

Transfer of Funds Between Categories; Amendments

The Board of Education may transfer any unexpended or uncontracted-for portion of any appropriation for school purposes to any other item of such itemized estimate, but expenditures shall not exceed the appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes.

The Superintendent or his/her designee is authorized to transfer funds from any line item in an amount less than \$10,000, under emergency conditions if the urgent need for the transfer prevents the Board from meeting in a timely fashion to consider such transfer. All transfers made in such instances shall be announced at the next regularly scheduled meeting of the Board and a written explanation of such emergency transfer shall be provided to the legislative body of the municipality or, in a municipality where the legislative body is a town meeting, to the Board of Selectmen.

Legal Reference: Connecticut General Statutes

[10-222](#) Appropriations and budget. Financial information system. (as amended by P.A. 13-60, An Act Concerning The Consolidation of Non-educational Services)

Policy adopted:

Another sample to consider. (Version #3)

Business/Non-Instructional Operations

Transfer of Funds Between Categories; Amendments

The Board of Education looks to the Central Office Administration to inform it of potential line item over-expenditures in each school year budget. All transfers of funds between accounts of the budget shall be in harmony with law and shall be recommended by the Superintendent.

This communication should promote a positive relationship between the Administration, Board of Education and Town Board(s) on how moneys are effectively being spent.

The Board of Education may transfer any unexpended or uncontracted for portion of any appropriation for school purposes to any other item of such itemized estimate. Expenditures in each fiscal year shall not exceed the appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes.

The Board shall provide a written explanation of a transfer made under emergency circumstances to the town's legislative body or, if the legislative body is a town meeting, to the Board of Selectman.

Optional language:

The Board authorizes the Superintendent or his/her designee to transfer funds from any line items in an amount less than \$ _____ under emergency conditions if the urgent need for such transfer prevents the Board from meeting in a timely fashion to consider such transfer. All transfers made in such instances shall be announced at the next regularly scheduled meeting of the Board and a written explanation of such transfer shall be provided to the legislative body of the municipality or, in a municipality where the legislative body is a town meeting, to the Board of Selectmen.

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)

Policy adopted: