

*Existing policy adopted 2/24/14, modified to comply with PA 13-60.*

## **Business and Non-Instructional Operations**

### **Transfer of Funds Between Categories**

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 all 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.

The Board authorizes the Superintendent and/or ~~Business Manager~~ **Director of Business Services & Operations** to make limited transfers under emergency circumstances if the urgent need for a transfer prevents the Board from meeting in a timely fashion to consider such transfer.

The Board establishes the following criteria for authorization of above transfers:

- Principals, ~~the Curriculum Coordinator~~ and the Special Education Director have the authority to transfer funds within object codes (i.e. supplies, furniture, equipment, etc. from one department to another) within their budgets for amounts not to exceed \$1,000.

The Superintendent has the authority to:

- Transfer funds between ~~object codes~~ **line items** not to exceed \$5,000.

All other transfers shall require authorization from the Board of Education. In all cases transfers will be reported at the subsequent Board of Education meeting **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 as amended by PA 13-60**