

TRANSFER OF APPROPRIATIONS POLICY

General

Line item appropriations are the legal authorization provided by the School Committee to make expenditures and to incur obligations for one fiscal year up to the total amount of the appropriation. A transfer of appropriations is a reallocation of funds reflecting a change in the budget plan in order to reach goals and objectives.

1. A transfer of appropriations, from one function, object, project, or budget location to another, within the same fund, is limited to \$1,500 for each transaction requested, without the approval of the School Committee.
2. A transfer of appropriations of more than \$1,500, cumulatively, from one function, object, project, or budget location to another, within the same fund or between funds, shall require the approval of the School Committee.
3. A transfer of appropriations that increases the total number of authorized positions shall require the approval of the School Committee.
4. Excluded from the Transfer of Appropriations policy are transfers of salary and deductions appropriations (to include but not limited to salary, stipends, healthcare, dental, FICA, Medicare, retirement, etc.) from one function to another due to staff transfers and fringe benefit costs, special education tuitions that do not increase the overall total for tuition, and transfers required for UCOA changes.

Procedure

The Request for Transfer of Appropriations form must be used for all transfers. Since a transfer of appropriations represents a change in stated plans, the reasons for the transfer must be fully documented.

Process

Request for Transfer of Appropriations must be forwarded to the Business Office with the necessary supervisor's signature. The Business Office will verify the accuracy of the amounts and accounts prior to forwarding the Request for Transfer of Appropriations to the Director of Administration and Finance for approval and signature. If the request for Transfer of Appropriations requires School Committee action, the Director of Administration and Finance will forward the request to the Superintendent for his/her approval, signature and recommendation to the School Committee. A copy of the approved/disapproved request will be returned to the originator of the request.

Adopted 12/16/91, Revised 12/21/99, Revised and effective 4/11/17