

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Board Budget Procedures
and Line Item Transfers

Number: 3010
Business

Approved: 2/28/01
Revised: 1/26/05
Revised: 12/11/13

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
- Utilities
- Grounds maintenance
- Property
- Other

The board of education shall review the recommendations and suggestions made by the, town council as to how it may consolidate noneducational services and realize financial efficiencies. If the board rejects such suggestions and recommendations, it shall provide the town council a written explanation of the reason for the rejection.

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 budget report shall be prepared in the same format as the annual budget 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 at the second regularly scheduled meeting in the month following the period for which such report is prepared, in accordance with the following schedule:

<u>Period Covered</u>	<u>Submitted</u>
July & August	September
September	October
October	November
November & December	January
January	February
February	March
March	April
April	May
May	June

Based on expenditures and budget projections, with such budget reports, the Superintendent shall recommend to the Board of Education transfers from one line item (as set forth above) to another as needed.

Budgetary transfer of funds from any program code which exceeds \$30,000 must be approved by the Board of Education. In the event an emergency precludes waiting for the next regular Board meeting for approval of transfers over \$30,000, the Superintendent will inform the Chairperson of the Board of the circumstances. The Chairperson shall be authorized to act on behalf of the Board in such cases and shall report any such acts to the Board of Education for ratification at the next Board meeting. A written explanation of such 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 references:

Connecticut general statute §10-222

Public act 13-60, an act concerning consolidation of noneducational services