

## **Business/Non-Instructional Operations**

### **Transfer of Funds Between Categories; Amendments**

The Board of Education may transfer any unexpended or uncontracted for portions thereof for school purposes to any other line item. 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, i.e., grants, reimbursements, etc.

The Superintendent is authorized to transfer funds in an amount not to exceed \$10,000 from any budget line item. All such transfers will be reflected in monthly financial reports provided to the Board of Education. Transfers of funds in excess of \$10,000 from any budget line item will require Board approval as recommended by the Board of Education Finance Committee. The Superintendent will bring such requests, with accompanying justification and background information, to the Board for action. The Superintendent will be responsible to ensure timeliness of such transactions to avoid any impact on District operations and educational initiatives.

The definition of “budget line item,” as used in this policy, shall be limited to the following seven budget categories:

- Personal Services - Salary and Employee Benefits (Object Codes 100 and 200)
- Purchased Professional and Technical Services (Object Code 300)
- Purchased Property Services (Object Code 400)
- Other Purchased Services (Object Code 500)
- Supplies (Object Code 600)
- Property (Object Code 700)
- Other Goods and Services (Object Code 800)

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. (as amended by PA 98-141)

Policy adopted: March 12, 2007

EAST HAMPTON PUBLIC SCHOOLS  
East Hampton, Connecticut

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Over-expenditures in total objects will be reported to the Board at its next regularly scheduled meeting.

Non-budgeted expenditures over \$250 (except in emergency situations) shall only be made when approved by the Superintendent or designee and confirmed by the Board of Education.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget (as amended by PA 98-141)

Regulation approved: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS  
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