

## **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 as long as~~ all expenditures shall not exceed the total ~~budget 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 Director of Business Services and 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:

- ~~June 1~~ Principals and the ~~Director of Special Education~~ **Special Services 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 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

**Policy adopted: ~~June 17, 2019~~**

**WOODBRIIDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut