

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

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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. For the purposes of this policy, an itemized estimate means an estimate in which the following broad categories listed below are divided into one or more budgetary category line items.

- Salaries
- Employee Benefits
- Purchased Services
- Tuition, Public In-State
- Tuition, All Other Supplies
- Utilities
- Grounds maintenance
- Property
- Other

The itemized estimate provided to the Fiscal Authority is referred to herein as the "Itemized Estimate."

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 or his designee shall notify the Board of Education through the appropriate subcommittee of changes to the line items following this final adoption.*

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 *an agreed upon format* 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 first* 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>
<i>June</i>	<i>September</i>
<i>July & August, September</i>	<i>October</i>
<i>October, November, December</i>	<i>January</i>
<i>January, February</i>	<i>March</i>
<i>March, April, May</i>	<i>June</i>

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. *Line item overages are identified for the Finance and Facilities committee, and to the extent that negative line item balances occur, these line items will be periodically reviewed.*

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 §10-221

Connecticut general statute §10-222

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