

**Series 3000
Business**

BOARD BUDGET PROCEDURES AND LINE ITEM TRANSFERS

In accordance with Conn. Gen. Stat. § 10-222, the Executive Director shall prepare an itemized estimate of its budget each year for submission to the fiscal authority for review and appropriation. For purposes of this policy, an itemized estimate means an estimate in which the following broad budgetary categories are divided into one or more line items.

- Salaries
- Employee Benefits
- Purchased Services
- Supplies
- Property
- Utilities
- Maintenance
- Other

The Board of Directors shall review the recommendations and suggestions made by the Finance Committee as to how it may consolidate non-educational services and realize financial efficiencies. If the Board rejects such suggestions and recommendations it shall provide the Finance Committee a written explanation of the reason for the rejection.

Following the annual appropriation, the Finance Committee shall meet and revise such itemized estimate, if necessary, and the Board of Directors shall adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Executive Director or his/her designee in the development, administration and monitoring of the budget.

The Executive Director and/or his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The Executive Director 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 quarterly budget report shall be prepared showing 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 Directors 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	November
October, November, December	February
January, February, March	May
April, May, June	August

Based on expenditures and budget projections, with such budget reports, the Executive Director shall recommend to the Finance Committee transfers from one line item (as set forth above) to another as needed.

The Executive Director is authorized to make such transfers as necessary if the urgent need for transfer prevents the Finance Committee from meeting in a timely fashion to consider the transfer, provided that such transfers by the Executive Director shall not exceed five percent (5%) of the annual budget. Transfers made in such instances shall be announced at the next regularly scheduled meeting of the Board of Directors and a written explanation of such transfer shall be provided to the Finance Committee and transfers subsequently ratified by the Board of Directors at any such meeting shall not be counted in the limitation on the authority of the Executive Director to make transfers.

The Executive Director 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 the Executive Director, the Chairperson of the Board shall notify the Finance Committee 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 Reference:

Conn. Gen. Stat. § 10-221
 § 10-222

ADOPTED: 10/12/2012
REVISED: 5/9/2018, 8/18/2018

8/15/16

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Reserve Funds:

By majority vote of its members, the Board may establish a reserve fund for capital and nonrecurring expenditures, as well as for accrued liabilities for employee sick leave and severance benefits, in accordance with state law.

Legal Reference:

Conn. Gen. Stat. § 10-51
 § 10-221
 § 10-222

8/15/16