
TRANSFER OF FUNDS BETWEEN LINE ITEM/AMENDMENTS/
PURCHASES NOT BUDGETED

Appropriate fiscal controls shall ensure that the board does not spend more than authorized funds. The board secretary shall keep the board informed of the district's financial status according to law.

Except in the case of federal funds, the board designates the superintendent to approve transfers among line items and programs as are necessary between meetings of the board. Transfers approved by the superintendent shall be reported to the board, ratified, and recorded in the minutes at a subsequent meeting of the board, but not less than monthly.

Funds may not be transferred among the major categories – current expense, capital outlay and debt service.

When the necessity arises for an unbudgeted expenditure, and there are no available funds in other line items in the same category, the procedures required by administrative code shall be initiated.

Date: February 11, 2004

Legal References:

<u>N.J.S.A.</u>	2C:30-4	Excess expenditures
<u>N.J.S.A.</u>	18A:17-9	Secretary; report of appropriations, etc.; custodial duties, etc.
<u>N.J.S.A.</u>	18A:18A-7	Emergency purchases and contracts
<u>N.J.S.A.</u>	18A:22-8.1,	Transfer of amounts among line items and program categories...
<u>N.J.S.A.</u>	18A:22-8.2	Prohibited transfers
<u>N.J.S.A.</u>	18A:24-48	Application of proceeds to new purpose; in districts having
	through –54	boards of school estimate; certification by boards of
		education
<u>N.J.A.C.</u>	6A:23-2.1	Double Entry Bookkeeping and GAP
	et seq	

See particularly:

<u>N.J.A.C.</u>	6A:23-2.2, -2.11	Accounting in Local School Districts
<u>N.J.A.C.</u>	6A:30-1.1 et seq	Evaluation of the Performance of School Districts

Hawkins-Stafford Elementary and Secondary School Improvement Act of 1988 (P.L. 100-297)

Manual for the Evaluation of Local School Districts (September 2002)

Guidelines for Development of Application – Basic Skills Improvement Plan – New Jersey State Department of Education, revised annually

Guidelines for Development of Program Plan – Bilingual/ESL Education Programs – New Jersey State Department of Education, revised annually

Possible Cross References:

3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
3100	Budget planning, preparation and adoption
3170	Budget administration
3300	Expenditures/expending authority
3320	Purchasing procedures
3570	District records and reports
3571	Financial reports
6142.2	English as a second language; bilingual/bicultural
6171.3	At-risk and Title 1
9127	Appointment of auditor
9325.4	Voting method
9326	Minutes