

Business/Non-Instructional Operations

Board Budget Procedures

I. Budget Planning

The Board delegates to the Superintendent the overall responsibility for preparation of the recommended annual budget. The fiscal and school year shall commence July 1 and end June 30.

The Superintendent shall develop ways and means for appropriate persons to participate at initial levels in budget planning.

As part of budget planning, a recommended budget timetable shall be prepared so that the Superintendent's recommended budget may be presented to the Board in sufficient time for it to complete its budget deliberations prior to submission of the budget to the Board of Finance. Meetings of the Board for deliberations about the budget are open to the public, as are all regular and special meetings of the Board. Public participation is encouraged.

II. Adoption of Budget

In accordance with Connecticut General Statute §10-222, the Board of Education will present an itemized estimated cost for the operation of the public schools each year to the Board of Finance not later than as scheduled by that Board. For purposes of this policy, an itemized estimate means an estimate in which the following board budgetary categories are divided into one or more line items.

1. Instructional Salaries
2. Support Salaries
3. Employee Benefits
4. Contracted Services
5. Transportation
6. Insurance
7. Communications
8. Tuition
9. Other Purchased Services
10. Instructional Supplies
11. Operation and Maintenance of Buildings
12. Textbooks/Library Books/Other Supplies
13. Equipment
14. Dues and Fees
15. Operating Capital

Business/Non-Instructional Operations

Board Budget Procedures (continued)

The itemized estimated cost of maintaining the public schools for the ensuing year shall be the final budget for the schools modified by the Board, if necessary, by any difference in the amount requested by the Board and the amount appropriated by the Town for the operation of the schools.

III. Budget Reporting

Line items in the budget may be allocated more specifically by the Superintendent and/or his/her designee in the development, administration and monitoring of the budget. The Superintendent and/or his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent and/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. Such budget report will be presented to the Board at the first regularly scheduled meeting in the month following the period for which such report is prepared. Such report shall include for each line item in the budget:

1. Amounts budgeted
2. Amounts expended
3. Amounts encumbered or obligated
4. Unencumbered balances
5. Listing of all line item transfers

IV. Line Item Transfers

Based on expenditures and budget projections, the Superintendent and/or his/her designee shall make transfers from one line item to another as needed to best fulfill the objective of the educational program.

The Board may transfer any unexpended or uncontracted or portion of any appropriation for school purposes to any other budgeted item, but expenditures shall not exceed the total bottom line appropriation set by the fiscal authority, combined with such money as may be received from other sources for school purposes, i.e., grants, reimbursements, etc.

The Board recognizes the need for budgets to maintain some degree of flexibility due to ever-changing educational needs and objectives. The Superintendent or his/her designee is authorized to make such **transfers of funds between and within object up to and including \$10,000 as these needs arise. All transfers of funds in excess of \$10,000 shall be subject to prior approval of the Board, except in emergency circumstances.** The Board will receive a reconciliation statement indicating the transactions (add/subtract) affected by these transfers.

Business/Non-Instructional Operations

Board Budget Procedures (continued)

V. Emergency Budget Transfers

The Superintendent or his/her designee is authorized to make budget transfers in an amount less than \$10,000 between and among object codes under emergency circumstances where the urgent need for the transfer prevents the Board of Education from meeting in a timely fashion to consider the transfer. Any such emergency transfer(s) shall be announced at the next regularly scheduled meeting of the Board and the rationale for the transfers shall be provided. All such transfers shall be subject to administrative regulations promulgated by the Superintendent. The Board will be presented with a monthly reconciliation statement indicating the transactions to and from accounts affected by these transfers. All affected line items or accounts will be reconciled prior to the monthly fiscal report to the Board.

VI. Budget Administration

Connecticut General Statutes authorize the Board of Education to expend funds appropriated by the Town for the operation and maintenance of the schools and their educational programs. The Superintendent of Schools shall: direct budget expenditures and budget management, develop expenditure projections, and keep the Board informed of the status of the budget.

The Superintendent shall expend budgetary funds as close to original administrative planning and Board approval as feasible. Actual adjustment will be made to the budget for all authorized budget transfers between accounts.

The Superintendent shall obtain prior Board of Education approval before over-expending the amount budgeted for any line item in the equipment or capital outlay accounts. In the event of an emergency where prior approval by the Board of Education cannot be obtained without endangering the health, welfare, or safety of students or staff or there is potential for damage to the school plant, the Superintendent is authorized to take appropriate action and advise the Board as soon as possible and recommend that the Board transfer equivalent funds elsewhere in the budget.

If any occasion arises whereby additional funds are needed, the Chairperson of the Board shall notify the Board of Finance and submit a request for such necessary additional funds. No additional funds shall be expended until such supplement appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

No financial liability in excess of the adopted and approved budget total shall be authorized.

Policy 3000 (d)

Business/Non-Instructional Operations

Board Budget Procedures (continued)

Final unexpended and/or unencumbered amounts in the annual operating budget shall be returned to the Town of Waterford at the end of the fiscal year.

Legal References: Connecticut General Statutes
 10-222 Appropriations and budget (as amended by PA 13-60, An Act
 Concerning Consolidation of Non-educational Services)
 10-259 Fiscal and school year defined

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WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut