

North Santiam School District

Code: **DBK**
Adopted: 7/01/96
Readopted: 10/16/02

Budget Transfer Authority

The adopted budget is a financial plan, which may be subject to change as a result of circumstances or events occurring during the ensuing budget period. All appropriation transfers shall be made as follows:

Intra-fund Transfers

1. Transfers between the levels of appropriation (i.e., functions 1000-instruction, 2000-support services, 3000-community services, etc.) must be made by official resolution of the Board stating the need for the transfer, the purpose and the amount.
2. All budget transfers including appropriation transfers involving \$10,000 or more per transfer or which represent a material change in a given program will be presented to the Board as they are identified.
3. All appropriation transfers involving less than \$10,000 per transfer or which do not represent a material change in a given program will be accumulated and presented to the Board for approval at least twice a year, generally in January and May.
4. The superintendent has the authority to approve transfers between programs (i.e., elementary, middle school, high school) and /or object codes (i.e., 100-salaries, 200-benefits, 300-purchase services, 400-supplies, etc.) within the same level of appropriation.

Inter-fund Transfers

1. Transfers from the general fund to any other fund are authorized when completed by official resolution of the Board stating the need, the purpose and the amount.
2. Appropriations transfers from any special revenue funds to the general fund or any other special revenue fun are prohibited.

The district will make expenditures by line item within the budget approved by the budget committee and adopted by the Board.

Only the Board is empowered to make intra-fund and inter-fund changes to the adopted appropriations. The district administration will adhere to the following standards:

- Any funds budgeted but not needed, will show as a resource in the next year's budget. Should a purchase be under budgeted, the superintendent will be notified and permission to over-expend the line item will be sought. To provide flexibility for schools, the aggregate of supplies and materials appropriation, by school and by program, will be considered a "line item."

- Proposed over-expenditures in any major category (the 1000, 2000 series, etc) will be reported to the Board by the superintendent, before the encumbrance is made or, if an emergency, as soon as possible after the expenditure.

Funds will be spent as allocated in the budget except in situations of emergency or financial crisis as determined by the Board.

END OF POLICY

Legal Reference(s):

[ORS 294.450](#)