

**Willamette Education
Service District**

Code: **DBK**
Adopted: 7/8/03
Readopted: 7/12/05; 9/08/09; 1/26/10

Budget Transfer Authority

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

Intrafund Transfers

Transfers between the levels of appropriation must be made by official resolution of the Board stating the need for the transfer, the purpose, and the amount.

Transfers of general operating contingency appropriations, which in aggregate during a fiscal year or budget period exceed 15 percent of the total appropriations of the fund may be made only after the adoption of a supplemental budget prepared for that purpose.

The Superintendent or his/her designee has the authority to approve transfers between programs and/or object codes within the same level of appropriation.

Interfund Transfers

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.

Appropriation transfers from any special revenue fund to the general fund or any other special revenue fund are prohibited.

END OF POLICY

Legal Reference(s):

[ORS 294.450](#)
[ORS 334.125\(7\)](#)