

File: DBJ

BUDGET TRANSFER AUTHORITY

The budget approved each year by the School Committee shall include funding for specific programs and shall include the number of faculty and staff positions in each department and level.

If the budget as approved by the School Committee is not fully funded by Town Meeting, the Superintendent shall submit a revised budget to the School Committee for review and approval.

If additional revenue is identified or revenue is reduced subsequent to the approval by Town Meeting of the School Committee budget, the Superintendent shall submit to the School Committee a prioritized list of programs to add or reduce. The Superintendent shall not add or reduce programs without School Committee approval.

At the first full meeting of the School Committee in September of each year, the Superintendent shall submit a summary of all personnel changes made since approval of the budget by the School Committee the previous spring.

The Superintendent shall transmit budget transfers to the School Committee for approval as needed. Transfer approvals are required when budget balances are moved between the following budget categories:

- Elementary
- Secondary
- Special Education
- Curriculum and Instruction
- Administration
- Reserve Accounts
- Other

Transfer approval is required only for funds that are not derived from grants. Newly awarded grants shall be included on a consent agenda of a regular or special meeting of the School Committee for acceptance.

Budget transfers submitted for School Committee approval shall be accompanied by supporting documentation presenting changes to the detail of the original budget as adopted by the School Committee.

Any changes within a budget line item that impacts policy or has a long-term impact on the district would also require a school committee vote

Revised and Approved by School Committee: June 28, 2011