

BOARD AGENDA ITEM
October 25, 2016

SUBJECT:

Changes to Policy DBJ Budget Transfers – First Reading

BACKGROUND:

With realignment of the district's organizational structure a number of processes referenced in policy are no longer appropriate and do not take the districts new administrative structure into account. Current policy also provides for a transfer threshold at schools that differs from that of district office accounts.

ADMINISTRATIVE CONSIDERATION:

The proposed policy update clarifies the approval process for budget transfers and eliminates the separate threshold for school accounts.

RECOMMENDATION:

Approve the proposed changes on first reading

ATTACHMENT:

Policy DBJ Budget Transfers

PREPARED BY:

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BUDGET TRANSFERS

Code **DBJ** Issued **2/12**

Purpose: To establish the basic structure for budget transfers.

Principals or ~~district office~~ department heads have the authority to transfer budgeted district-level funds, up to \$1,500, from one account to another account within the school or department. District-level office budget transfers from \$1,501 to \$5,000 must have approval of the district superintendent, ~~deputy superintendent, associate superintendent or comptroller~~ or a chief officer.

~~School or area office budget transfers from \$1,501 to \$3,000 must have approval of the appropriate academic officer or other designated administrator. Budget transfers from \$3,001 to \$5,000 must have approval of the district superintendent.~~

Net results of these transfers must not increase the total budget for the school or department and must be for accounts other than salaries, utilities and fringe benefits.

Budget transfers in excess of \$5,000 or those that require an increase in the total budget must have board approval.

Adopted 1974; Revised 12/11/84, 6/27/89, 1/10/95, 10/9/01, 2/7/12