

BOARD POLICY

No. 3165

3000 BUSINESS

3165 Budget Procedures and Line Item Transfers

Planning the Budget

At a regular meeting or special meeting called for the purpose prior to January, the Board and Superintendent shall mutually exchange new or major items to be considered in the proposed budget. Programs and items required to meet the school district's goals and objectives shall be considered as well as other concerns. The Board shall discuss new programs or items to be included in the proposed budget as well as any programs or items to be deleted.

No later than the Board's regular/workshop meeting in January called for the purpose, the Superintendent shall present an annual budget proposal for the subsequent fiscal year. This proposed budget shall include all elements required by Connecticut General Statutes as well as those items determined from the above process. The Superintendent of Schools shall thereafter make such revisions as the Board of Education may require. In the preparation of the initial budget proposal, and in any subsequent revisions, the Superintendent of Schools shall confer as he/she deems appropriate with other staff personnel.

The Board shall review and analyze the proposed budget and make recommendations or adjustments to the proposed budget in sufficient time to meet publishing the Board's proposed budget, distributing it, and warning of the Public Hearing in compliance with the requirements of Connecticut General Statutes.

Public Hearing to Consider Proposed Budget:

The Board of Education shall hold a public hearing at least two weeks prior to the annual district meeting. The purpose of said meeting shall be to present a proposed budget for the subsequent fiscal year. The Board of Education shall approve the budget to be presented to the eligible voters of Andover, Hebron, and Marlborough who are their legislative body for Regional School District No. 8 according to statutory and local requirements. The Board of Education, at the district meeting, shall approve the annual budget. The district meeting shall be held on the first Monday in May. The budget may be approved at the district meeting, it also may adjourn and ask that the budget be approved by referendum on the first Tuesday in May.

Preparation and Approval of Annual Budget:

After the public hearing to discuss the proposed budget, the Board shall approve and move forward an annual budget for the next fiscal year, make available on request copies thereof, and deliver a reasonable number to the town clerk of each of the towns in the district at least five days before the annual district meeting on the first [Monday or Tuesday] in May at which the annual budget is presented.

The Board's budget shall include a statement of:

- 1) estimated receipts and expenditures for the next fiscal year,
- 2) estimated receipts and expenditures for the current fiscal year,
- 3) estimated surplus or deficit in operating funds at the end of the current fiscal year,

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- 4) bonded or other debt,
- 5) estimated per pupil expenditure for the current and for the next fiscal year, and
- 6) such other information as is necessary in the opinion of the Board.

Upon approval, the Board shall estimate the share of the net expenses to be paid by each member town and notify the treasurer thereof, in accordance with Conn. Gen. Stat. § 10-51(b). The Board shall determine the schedule for payment of the respective shares by the member towns.

Procedure in the Event of Budget Rejection:

In the event that a majority of electors reject the budget, the Board shall, within four weeks thereafter and upon notice of not less than one week, call a district meeting to consider the same or an amended budget. Such meetings shall be convened at such intervals until a budget is approved. If the budget is not approved before the beginning of a fiscal year, the Board shall inform the disbursing officer for each member town, or the designee of such officer, of the member town's obligation to make necessary expenditures to such district in amounts equal to the total of the town's appropriation to the district for the previous year and the town's proportionate share in any increment in debt service over the previous fiscal year, pursuant to Conn. Gen. Stat. Section 7-405, until the budget is approved.

Upon approval, the Board shall estimate the share of the net expenses to be paid by each member town and notify the treasurer thereof, in accordance with Conn. Gen. Stat. § 10-51(b). The Board shall determine the schedule for payment of the respective shares by the member towns.

Budget Line Items:

Line items in the Board's budget estimate shall include, but are not limited to, the following:

Salaries	Tuition, All Other
Employee Benefits	Supplies
Purchased Services	Property
Tuition, Public In-State	Other

Line items in the budget may be allocated more specifically by the Superintendent or his/her designee in the development, administration and monitoring of the budget.

Monitoring the Administration 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 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. A quarterly budget report shall be prepared in the same format as the annual budget showing for each line item the appropriated budget amount, expenditure to date (to include encumbered and expended amounts), projected expenditures, difference between the projected

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expenditures and the appropriation, and general comments indicating the reasons for the difference. The Superintendent of Schools shall not authorize any financial liability in excess of the total adopted budget.

The Board may transfer any unexpended or un-contracted for portion of any appropriation for school purposes to any other item.

Such budget report shall be presented to the Board of Education at the [second] regularly scheduled meeting in the month following the period for which such report is prepared, in accordance with the following schedule:

Period Covered	Submitted
July, August, September	October
October, November, December	January
January, February	March
March, April	May

Based on expenditures and budget projections, with such budget reports, the Superintendent shall recommend to the Board of Education transfers from one line item (as set forth above) to another as needed.

Urgent Line Item Transfers:

The Superintendent is authorized to make such transfers as necessary if the urgent need for transfer prevents the Board of Education from meeting in a timely fashion to consider the transfer, provided that such transfers by the Superintendent shall not exceed five percent (5%) of the annual budget. Transfers made in such instances shall be announced at the next regularly scheduled meeting of the Board of Education, and transfers subsequently ratified by the Board at any such meeting shall not be counted in the limitation on the authority of the Superintendent to make transfers.

Preparation and Approval of Supplemental Budgets:

The Board of Education shall hold a public district meeting at least two weeks prior to the district meeting at which a supplemental budget is presented. The purpose of said meeting shall be to present a proposed supplemental budget for the remainder of the fiscal year.

After the public district meeting to discuss the proposed supplemental budget, the Board shall prepare the supplemental budget, make available on request copies thereof, and deliver a reasonable number to the town clerk of each of the towns in the district at least five days before the district meeting at which the supplemental budget is presented.

The Board's supplemental budget shall include a statement of:

- 1) estimated receipts and expenditures for the current fiscal year,
- 2) estimated surplus or deficit in operating funds at the end of the current fiscal year,

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- 3) bonded or other debt,
- 4) estimated per pupil expenditure for the current and for the next fiscal year, and
- 5) such other information as is necessary in the opinion of the Board.

Upon approval, the Board shall estimate the share of the net expenses to be paid by each member town and notify the treasurer thereof, in accordance with Conn. Gen. Stat. § 10-51(b). The Board shall determine the schedule for payment of the respective shares by the member towns.

Reserve Funds:

By majority vote of its members, the Board may establish a reserve fund for capital and nonrecurring expenditures, as well as for accrued liabilities for employee sick leave and severance benefits, in accordance with state law.

Legal Reference:

Conn. Gen. Stat. §10-51, 10-221-10-222

ADOPTED: January 2011

REVISED: January 2013

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