

**Policy**

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TRANSFER OF FUNDS BETWEEN LINE ITEMS/AMENDMENTS/  
PURCHASES NOT BUDGETED

Appropriate fiscal controls shall ensure that the board does not spend more than authorized funds. The board secretary shall keep the board informed of the district's financial status according to law.

Except in the case of federal basic skills improvement funds, the board designates the superintendent to approve such transfers among line items and programs as are necessary between meetings of the board. Transfers approved by the superintendent shall be reported to the board, ratified, and recorded in the minutes at a subsequent meeting of the board, but not less than monthly.

When the necessity arises for an unbudgeted expenditure, and there are no available funds in other line items in the same category, the procedures required by administrative code shall be initiated.

Adopted: November 2001  
Revised: November 2008  
NJSBA Review/Update: June 2014  
Readopted: July 15, 2015

Key Words

Transfer of Funds, Budget, Budget Amendment

**Legal References:** N.J.S.A. 2C:30-4 Disbursing moneys, incurring obligations in excess of appropriations  
N.J.S.A. 18A:17-9 Secretary; report of appropriations, etc.; custodial duties, etc.  
N.J.S.A. 18A:18A-7 Emergency purchases and contracts  
N.J.S.A. 18A:22-8.1 Transfer of amounts among line items and program categories  
N.J.S.A. 18A:22-8.2 Prohibited transfers  
N.J.S.A. 18A:24-48  
through -54 Application of proceeds to new purpose; in districts having boards of school estimate; certification by boards of education  
N.J.A.C. 6A:23A-13.3 Transfers during the budget year  
N.J.A.C. 6A:23A-16.1 Prescribed system of double-entry bookkeeping and GAAP accounting  
See particularly:  
N.J.A.C. 6A:23A-16.2, -16.10  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
Hawkins-Stafford Elementary and Secondary School Improvement Act of 1988, (Pub. L. No. 100-297) amending Elementary and Secondary Education Act of 1965.  
Guidelines for Development of Application--Basic Skills Improvement Plan--New Jersey State Department of Education, revised annually  
Guidelines for Development of Program Plan--Bilingual/ESL Education Programs--New Jersey State Department of Education, revised annually

TRANSFER OF FUNDS BETWEEN LINE ITEMS/  
AMENDMENTS/PURCHASES NOT BUDGETED (continued)

**Possible**

**Cross References:**

*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
*3100	Budget planning, preparation and adoption
3170	Budget administration
3300	Expenditures/expending authority
*3320	Purchasing procedures
*3570	District records and reports
3571	Financial reports
*6142.2	English as a second language; bilingual/bicultural
*6171.3	At-risk and Title 1
9127	Appointment of auditor
*9325.4	Voting method
*9326	Minutes

\*Indicates policy is included in the Critical Policy Reference Manual.