

ADJUSTMENTS and TRANSFERS to BUDGET
(School Administration & Fiscal Management)

ADJUSTMENTS AND TRANSFERS TO BUDGET

1. Subsequent to full School Committee approval of a fiscal year's budget, all requests for adjustments to and/or transfers between programs will be addressed in the following manner.

- A. An adjustment or transfer form will be completed by the School Business Administrator.
- B. All requests for an adjustment and/or transfer will be submitted to the office of the School Business Administrator by Tuesday of the week prior to the next scheduled school committee meeting.
- C. The signed request will be forwarded to the Superintendent's Office where the request will be placed on the agenda of the next School Committee meeting.
- D. The signed request will be included in all School Committee members' meeting packets.
- E. All adjustment and/or transfer requests will be presented to the full School Committee at the meeting immediately following.
- F. Upon approval of any adjustments and/or transfers to the approved budget by a majority of the full School Committee in attendance, the form will be Returned to the School Business Administrator for delivery to the City Auditor.

Legal Reference: none

Approved: 11/10/98
Revised: 12/10/02
Revised: 12/12/06
Approved: 2.25.2020