

Business and Non-Instructional Operations

Budget

EDUCATION BUDGET IMPLEMENTATION

3170(a)

“No officer, board, commission, or department shall expend any sum for any purpose in excess of the amount appropriated by the Town for such purpose unless such expenditure shall first be approved by the Board of Finance and appropriate transfers in such budget shall have been made by the Board” (Charter of the Town of Fairfield).

The total amount which, may be expended during the fiscal year for the operation of the school system shall be set forth in the budget approved annually by the Representative Town Meeting.

Day to Day Budget Control

The education budget shall serve as the control on expenditures. The Board of Education shall have overall responsibility for the education budget. The Superintendent shall be directly responsible to the Board for the administration of the education budget. The Superintendent maintains ultimate authority over all subordinates in matters of budget. The Director of Finance shall be directly responsible to the Superintendent for the day-to-day administration of the education budget. All subordinates of the Superintendent are directly accountable to the Director of Finance in procedural matters relating to finance. All District employees shall comply with the fiscal policies established by the Board.

In keeping with the need for periodic reconciliation of the operating budget of the Fairfield Public Schools, the Superintendent may authorize the Director of Finance to transfer funds within major classifications. Only the Board, upon recommendation of the Superintendent, may authorize individual transfers of more than \$10,000 between major classifications of accounts. All transfers made in such instances shall be announced at the regularly scheduled meeting of the Board. Only the Board, upon recommendation of the Superintendent, may authorize a series of transfers to or from a single account totaling more than \$10,000 between major classifications of accounts.

Major classifications shall be defined as:

- Personnel Services
- Fixed Charges
- Pupil Personnel Expenses
- School Expenses
- Support Expenses
- Maintenance/Operation/Transportation
- Capital

Business/Non-Instructional Operations

Budget

EDUCATION BUDGET IMPLEMENTATION

3170(b)

Day to Day Budget Control (continued)

Examples of policy use:

The Superintendent could authorize a transfer of funds from teacher salaries to substitute salaries.

Only the Board could authorize the transfer of \$10,000 or more (or a series of transfers totaling \$10,000 or more) from teachers' salaries to textbooks.

The Board shall provide a written explanation of a transfer made under emergency circumstances to the town's legislative body or, if the legislative body is a town meeting, to the Board of Selectman.

Legal Reference: Connecticut General Statutes
10-222 Appropriations and budget (as amended by PA 13-60)

Adopted 6/21/2016