

## **Business/Non-Instructional Operations**

### **Capital Outlay**

#### **Planning**

Except for emergencies or reasons of economy, the purchase of major pieces of equipment shall be scheduled so that annual budgetary appropriations for capital outlay will be of similar size or will show a continuous trend without severe fluctuations.

A long-range and short-range plan for capital outlay shall be developed by the Superintendent, in order to prevent severe fluctuations in the annual capital outlay fund and to provide an orderly process for acquisition of needed equipment and facilities within budgetary constraints.

Supplemental appropriations to the capital and non-recurring fund may be made from estimated fiscal year-end surplus in operating funds for capital items.

Appropriations to the capital and non-recurring may be included as part of the annual budget process through a line item designation in the operating budget.

#### **Item Not Specifically Identified in Budget**

Any capital expenditure of a non-emergency nature, which may be over \$10,000, must be presented to and forwarded to the Board of Education with a recommendation by the Amity Finance Committee prior to being considered by the Board. This capital expenditure would refer to an item not specifically identified in the budget. An emergency is a situation requiring urgency and prompt attention for the best interest of Amity Regional School District No. 5 (ARSD). In the event of an emergency, the Superintendent and/or Director of Finance and Administration shall have the authority to make the capital expenditure, provided that they promptly inform the Chairperson of the Amity Finance Committee and the Chairperson of the Board of the emergency and action taken. Whenever possible, the Board's bidding regulations will be followed.

(cf 9132.6 Standing Committee: Finance)