

BUDGET TRANSFERS

Code **DBJ** Revised **12 /12**

Purpose: To establish the basic structure for budget transfers.

Intra-Fund Budget Transfers

Periodically during the fiscal year, the superintendent or his/her designee will examine budget categories and estimate the year-end status of each. Based on these estimates, the board will be informed of the status of budget categories which will have unfavorable balances.

Realizing that the budget is a tool to monitor expenditures and is prepared based on estimates of expected future expenditures, the district will avoid budget transfers. In the rare instances that budget transfers might be necessary, the board will be asked to approve all cross function transfers.

In addition, any expenditures not budgeted for will require the approval of the board prior to purchasing.

Inter-Fund Budget Transfers

Transfers between funds require board approval.

Adopted 11/3/97; Revised 12/3/12