MERCHANTVILLE BOARD OF EDUCATION 130 South Centre Street Merchantville, New Jersey 08109	File Code: 3160 Adopted: 9/28/93 Revised: 01/28/14 Reviewed: 04/08/2024

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 chief school administrator to approve such transfers among line items and programs as are necessary between meetings of the board. Transfers approved by the chief school administrator 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.

Legal References:

N.J.S.A.	2C:30-4	Excess expenditures
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, -8.2 -8.4, -8.5	Transfer of amounts among line items and program categories...
N.J.S.A.	18A:22-8.3	Time of adjustments to state aid amounts
N.J.S.A.	18A:24-48 through –54	Application of proceeds to new purpose; in districts having boards of school estimate; certification by board of education..
N.J.A.C.	6A:23-2.1 et seq.	Double Entry Bookkeeping and GAAP
See particularly:		Accounting in Local School Districts
N.J.A.C.	6A:23-2.2, -2.11	
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 (P.L.IOO-297)

Manual for Evaluation of Local School Districts (September 2002)

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, reviewed annually

Possible Cross References:

*3000-3010	Concepts and roles in business and non-instructional operations; goals and objectives
*3100	Budget planning, preparation and adoption
3170	Budget administration
3300	Expenditures/expending authority
*3200	Purchasing procedures
*3570	District records and reports
3571	Financial reports
*6172.2	English as a second language; bilingual/bicultural
*6171.3	At-risk and Title I
9127	Appointment of auditor
*9325.4	Voting method
*9326	Minutes

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

**Mandated if the district wishes to adopt an expanded chart of accounts pursuant to N.J.A.C. 6:20-2A.2(m)2.