

Section 4-2.1. Budget administration responsibility; appropriate fiscal planning required; fund transfers by School Board; fund transfers by superintendent; between major classifications exceeding \$100,000 School Board approval required; superintendent allowed to make budget adjustments to close the fiscal year; no budget transfer allowed that will increase or decrease total appropriation adopted by the School Board. — A. The superintendent shall be responsible for administering the budget for Suffolk Public Schools in accordance with School Board policies and applicable state and federal laws and regulations.

B. The superintendent or his/her designee shall use appropriate fiscal planning and management methods, consistent with the best accepted business practices and educational goals of the School Board.

C. Should City Council appropriate funds to the School Board by total amounts (also referred to as lump sums), funds may be transferred by the School Board from one major classification to another. If funds are appropriated to the School Board by major classifications, no funds shall be expended by the School Board except in accordance with such classifications without the consent of City Council.

D. The superintendent is hereby authorized to make line item transfers (i) within a major classification; and (ii) among employee benefits; and (iii) among grant line items, without first securing the approval of the School Board. may authorize transfers without limitation within a major category of the adopted budget. For purposes of this policy, major category shall mean a category that is within a major classification established in the school division's accounting structure, consistent with Virginia Department of Education accounting classifications.

E. The superintendent may authorize transfers between major categories of up to \$100,000 per transfer. Any transfer between major categories exceeding \$100,000 shall require approval of the School Board.

F. The superintendent may make budget adjustments necessary to properly close the fiscal year in accordance with applicable laws, regulations, accounting standards, grant requirements, and School Board policy.

G. No budget transfers authorized under this policy shall increase or decrease the total appropriations adopted by the School Board. (Adopted July 13, 1995; Revised November 16, 1995; Revised and Adopted: June 12, 2003, Ordinance Number 02/03-27, Effective: July 1, 2004; Revised October 11, 2018; Ordinance Number 18/19-26; Effective: October 11, 2018)

G. No budget transfers authorized under this policy shall increase or decrease the total appropriations adopted by the School Board. (Adopted July 13, 1995; Revised November 16, 1995; Revised and Adopted: June 12, 2003, Ordinance Number 02/03-27, Effective: July 1, 2004; Revised October 11, 2018; Ordinance Number 18/19-26; Effective: October 11, 2018)

Legal Authority — Virginia Code §§ 22.1-78, 22.1-89, 22.1-94, and 22.1-115.