



SECTION VI: BUSINESS, TECHNOLOGY & OPERATIONS POLICY 6010

BUDGET ADOPTION, AMENDMENT AND TRANSFER

The Annual Budget (or "Operating Budget") serves three purposes:

1. It is the financial plan for the District for the fiscal year, reflecting goals and priorities at the individual, departmental, and district level,
2. It is a management tool for the administrative staff and provides primary control to direct and limit expenditures, and
3. It represents planned fiscal activities of the District to the employees, students, and citizens of the District.

Each year, the Board of Education shall adopt Operating Budgets for the appropriated funds. The budget is adopted on a fund (or total) basis, with supporting detail provided at the function, object, and project level. Responsibility for departmental budgets will be at the project level, with a budget manager designated as the employee responsible for expenditures charged to the budget. Such expenditures will not exceed appropriations for the project, nor shall expenditures exceed appropriations at the bold function code on the fund level.

Budget amounts will be within the legal appropriation limit as initially established by the Temporary Appropriations and finalized by the Estimate of Needs. As circumstances require, or new laws or regulations become effective, the Board of Education may amend the Operating Budget. If such amendments exceed the appropriation established by the Estimate of Needs, the Chief Financial Officer or designee shall be responsible for completing and filing requests for supplemental appropriations as may be required by law.

Overall responsibility for the budget rests with the Chief Financial Officer, at the direction of the Superintendent. The Chief Financial Officer will develop procedures for budget control and reporting in accordance with state and federal laws and regulations, Board policy, and proper internal controls.

Budget transfers may occur with the approval of the Chief Financial Officer or Superintendent provided that the total appropriations within each fund remain unchanged. Budget managers may request such transfers of unencumbered balances among non-salary or non-benefit object codes. Budget proposals, transfers, and amendments for grant-funded programs shall be subject to approval as required by the funding source.

Source: *Broken Arrow Board of Education Policy adoption, February 7, 2000.*
Broken Arrow Board of Education policy revised, July 13, 2009.