

Business/Non-Instructional Operations

Budget Administration

Connecticut General Statutes authorize the Board of Education to expend funds appropriated by the town for the operation and maintenance of the schools and their educational programs. The Superintendent of Schools shall: direct budget expenditures and budget management, develop expenditure projections, and keep the Board of Education informed of the status of the budget.

The Superintendent shall expend budgetary funds as close to original administrative planning and Board approval as feasible. Actual adjustment will be made to the budget for all authorized budget transfers between accounts.

The Superintendent shall obtain prior Board of Education approval before over-expending the amount budgeted for any line item in the equipment or capital outlay accounts. In the event of an emergency where prior approval by the Board of Education cannot be obtained without endangering the health, welfare, or safety of students or staff or there is potential for damage to the school plant, the Superintendent is authorized to take appropriate action and advise the Board as soon as possible and recommend that the Board transfer equivalent funds elsewhere in the budget or seek a supplementary appropriation.

No financial liability in excess of the adopted and approved budget total shall be authorized.

To assist the Board in carrying out its fiscal and general district responsibilities, the Superintendent of Schools shall prepare a monthly financial statement which shall include for each line item in the budget:

1. Amounts budgeted.
2. Amounts expended.
3. Amounts encumbered or obligated.
4. Unencumbered balances.
5. Computer listing of budget transfers.

Final unexpended and/or unencumbered amounts in the annual operating budget shall be returned to the Town of Waterford at the end of the fiscal year.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. Financial information system.

Policy adopted: March 18, 2004

WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut