

SECTION: FINANCES

TITLE: PURCHASES NOT BUDGETED

ADOPTED: March 14, 2006

REVISED:

# BERMUDIAN SPRINGS SCHOOL DISTRICT

	612. PURCHASES NOT BUDGETED
1. Purpose	<p>The laws of the state and the interests of the community require fiscal responsibility by the Board in the operation of the school district. Appropriate fiscal controls shall be adopted to ensure that public funds are not disbursed in amounts in excess of the appropriations provided to the district.</p>
2. Authority SC 609, 666, 687	<p>When funds are not available for a proposed appropriation, a legal transfer from one class of expenditure to another may be made by the Board in the last nine (9) months of the fiscal year if it is apparent that the necessary surplus funds do exist in another appropriation, the procedures specified in the School Code are followed, and it can be demonstrated that the proposed expenditure would be educationally warranted in the current fiscal year. Such transfers shall be authorized by the Board and recorded in Board minutes.</p> <p>The amount of funds in the annual district estimate appropriated to any particular item of expenditure shall not be used for any other purpose or transferred, except by resolution of the Board by an affirmative vote of two-thirds of its members.</p> <p>No work shall be hired to be done, no materials purchased, and no contracts made by the school district which will cause the sums appropriate to specific purposes in the budget to be exceeded.</p> <p>During the final quarter of the fiscal year, budget categories shall be examined, and the year-end status of each shall be estimated. Well before the close of the fiscal year, appropriate amounts shall be transferred from those categories in which a surplus is anticipated into those in which a deficit is anticipated, as permitted by law.</p>
3. Delegation of Responsibility	<p>In the event of emergency, which exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes, a purchase order may be authorized by the Superintendent.</p> <p>When budgeted funds are allocated on a building basis, the total amount budgeted may not be exceeded without prior approval.</p>

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<div>School Code 609, 666, 687</div> <div>Board Policy 611</div>	
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