

# ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS

## ADMINISTRATIVE POLICY 3.04 B U D G E T T R A N S F E R

### **(1) BUDGET TRANSFERS REQUIRING BOARD APPROVAL**

The appropriate committee and the Board shall consider budget -transfer requests submitted by the Administration. The approval of the Board shall be required for General, Construction, and Extension Fund budget transfers:

- (a) initiated by a board member;
- (b) exceeding \$100,000 within any office or program budget annually on a cumulative basis;
- (c) exceeding \$100,000 between departments, programs, schools, or special accounts;
- (d) involving changes in policy;
- (e) creating a new area of activity for the district;
- (f) increasing authorized staff levels;
- (g) made between statutory funds;
- (h) involving the district's Contingent Fund.

### **(2) BUDGET TRANSFERS AUTHORIZED BY THE ADMINISTRATION**

(a) All other budget transfers shall be authorized, as appropriate, by the superintendent or his/her designee. The superintendent shall report transfers to the appropriate committee and the Board in the meeting cycle following such action.

(b) The Board Clerk/Chief Officer, Office of Board Governance, and the Senior Director of the Office of Accountability and Efficiency shall have the same transfer authority within their areas of operations.

### **(3) SCHOOL BUDGET TRANSFER AUTHORITY**

The school principal, or administrator of an alternative school, shall have authority to make line-item adjustments in the school budgets within authorized funding for the fiscal year.

### **(4) AVERAGE-TO-ACTUAL SALARY ADJUSTMENTS**

The superintendent, or his/her designee, shall be authorized to effectuate budget transfers for the purpose of revising fiscal-year budget allocations to reflect funding adjustments from average salaries to actual salaries for budgets based on average salaries. These budget transfers shall take place during the year-end reconciliation process.

### **(5) CONTRACTUAL PAY ADJUSTMENTS**

The superintendent, or his/her designee, shall be authorized to effectuate budget transfers from the "unallocated salaries" account to the appropriate projects to adjust budgets for negotiated pay raises. These budget transfers shall be reported to the appropriate committee and the Board no later than 60 days following effectuation of the transfer.

### **(6) SUPPLEMENTAL SCHOOL SUPPORT BUDGET TRANSFER AUTHORITY**

(a) Additional funding for staffing allocation(s) shall be provided to schools identified for class-size needs after fall adjustments have taken place. The superintendent, or his/her designee, shall be authorized to effectuate budget transfers within the Supplemental School Support budget as necessary for the purpose of adjusting school staffing to the appropriate level.

(b) Monies remaining in the Supplemental School Support budget may be used by the superintendent in his/her discretion to support the Board's goals. These transfers shall be reported to the appropriate committee and the Board no later than 60 days following effectuation of the transfer.

**(7) CONTINGENT FUND**

The earmarking of an amount in, or the transfer of money from, the Contingent Fund shall require a recorded affirmative vote of two-thirds of the Board members present at the Board meeting at which the action is taken.

**History:** Codified 1976; revised 1984, 6-29-94; reaffirmed 1-25-95; revised 5-17-95, 5-28-97, 6-18-97, 5-30-00, 08-25-16; 06-30-22

**Previous Coding:** Admin. Policy DBK, prior to May 1995; Admin. Policy 4.04, May 1995-August 1996

**Cross Ref.:** Bd. Gov. Policy BG 4.07 Asset Protection

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