

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Related Entries: 401.03

Responsible Office: BUDGET OFFICE

BUDGET TRANSFERS

A. PURPOSE

To establish policy for the proper execution of budget transfers within the operating and capital accounts of Anne Arundel County Public Schools (AACPS).

B. ISSUE

Sound fiscal management and proper oversight requires that budget transfers from both the operating and capital budgets be executed according to the Education Article, *Annotated Code of Maryland*.

C. POSITION

1. General - The Superintendent is responsible for the management of the operating and capital budgets of the school system. The Superintendent shall ensure expenditures make the most efficient and effective use of appropriated funds in meeting the goals and objectives of the Board of Education.
2. Transfers Between Major State Categories - A transfer between major state categories of the operating budget or projects in the capital budget requires the approval of the Board and the County Council. If the County Council fails to take action on a request for transfer between major State categories within 30 days after the receipt of a written request substantiating the transfer, the failure to take action constitutes approval.
3. Transfers Between Accounts Within Major State Categories - Transfers between accounts within major state categories require AACPS department and Budget Office approval. Such transfers require notification to the Board, the County Executive, and the County Council. A report of transfers shall be submitted to each within 15 days after the end of the month in which a transfer occurs.
4. Major Operating Budget State Categories:
 - Administration
 - Mid-level Administration
 - Instructional Salaries and Wages

Textbooks and Instructional Supplies
Other Instructional Costs
Special Education
Student Personnel Services
Health Services
Student Transportation Services
Operation of Plant
Maintenance of Plant
Fixed Charges
Community Services
Capital Outlay
Food Services

D. IMPLEMENTATION

The Superintendent is authorized to develop regulations to implement this policy.

Policy history: Adopted on 02/15/12

Note previous policy history: 401.03 Adopted 2/14/79; revised 11/20/89.