

# POLICY

## BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

**Related Entries:** N/A

**Responsible Office:** OFFICE OF FINANCIAL OPERATIONS

### **BUDGET TRANSFERS**

#### **A. PURPOSE**

To establish a 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 State law.

#### **C. POSITION**

1. 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 of Anne Arundel County (Board).
2. 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. Object level transfers between accounts within major state categories require AACPS department and Office of Financial Operations 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:
  - a. Administration;
  - b. Mid-level Administration;

- c. Instructional Salaries and Wages;
- d. Textbooks and Instructional Supplies;
- e. Other Instructional Costs;
- f. Special Education;
- g. Student Personnel Services;
- h. Student Health Services;
- i. Student Transportation Services;
- j. Operation of Plant;
- k. Maintenance of Plant;
- l. Fixed Charges;
- m. Food Service;
- n. Community Services; and
- o. Capital Outlay.

**D. IMPLEMENTATION**

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

*Policy History:* Adopted on 02/15/12; Technical Edit 06/17/25

*Note Previous Policy History:* Replaces Policy 401.03, adopted 02/14/79 and revised 11/20/89

*Legal Reference:* Section 5-105 of the Education Article