

BUDGET IMPLEMENTATION AND MONITORING

The Ledyard Board of Education shall ensure that the cost of operating Ledyard Public Schools for each fiscal year does not exceed the total of the annual budget approved for that year plus any supplemental appropriations received from the Ledyard Town Council and any other monies that are directly provided to the Board for operation of the schools.

In August of each year, the Superintendent shall recommend to the Finance Committee changes to be made in each line item of the budget based on the previous fiscal year's actual expenses. Additionally, since the Board's budget was developed several months before the start of the fiscal year, the Superintendent shall also include recommendations that are based on a more accurate, up-to-date estimate of planned expenses as well as any new initiatives or other changes that the Board has directed for which there is a financial impact. Once the Finance Committee acts on these recommendations, the resulting budget line item totals shall be the basis for determining when funds need to be transferred between line items. This revised spending plan for operating Ledyard Public Schools shall be reported to the Ledyard Town Council and posted on the District's website.

The Superintendent is directed to expend funds in accordance with the revised spending plan for the remainder of the fiscal year. With the exception of line items related to special education accounts, the Superintendent is not allowed to exceed the spending level set by the approved revised spending plan for any line item with the exception of emergency situations for which there was not sufficient time to hold a special meeting of the Finance Committee to authorize a change in line item amounts. The determination of whether a situation warrants an emergency expenditure of funds shall be at the Superintendent's discretion; any such expenditure shall be reported to the Board in a timely manner.

The Superintendent shall report on a monthly basis to the Finance Committee, and subsequently to the full Board, the status of expending the budget. The budget report shall be generated using the current financial management software system and shall include the following information at a minimum for the major line item categories:

- Initial spending plan appropriation approved by the Finance Committee in August;
- Total of subsequent transfers and adjustments made to each line item;
- Revised line item total;
- Funds expended in current fiscal year;
- Funds encumbered based on projected/contracted expenses;
- Line item funds not yet spent or encumbered; and
- The percent of funds expended and encumbered for each line item based on the spending plan.

Should the need arise to spend funds for a budget line item beyond the amount previously approved by the Finance Committee, the Superintendent shall explain the situation to the Finance Committee at a regularly scheduled meeting, or a special meeting if necessary, and make a recommendation as to which other line items may be used to draw the necessary funds. The Finance Committee is authorized to approve transfers for amounts less than \$25,000.00. Transfers in the amount of \$25,000.00 or greater require the approval by the full Board.

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All transfers made between budget line items that the Finance Committee approves shall be reported on a monthly basis to the full Board. Additionally, the Chair of the Finance Committee shall, in a letter to the Ledyard Town Council, report on a monthly basis all line item transfers made by the Finance Committee and the Board and include an explanation of the reason for each line item transfers.

Legal Reference: Connecticut General Statutes, Section 10-222 – Appropriations and budget.
(as amended by Public Act 13-60)

Policy adopted: August 17, 1994

Complete revision: November 20, 2013