

HOONAH CITY SCHOOL DISTRICT

SOP No. 10

BUDGET REVISIONS

1. PURPOSE: To establish uniform procedures for making line item adjustments on a budget after school board approval of the initial budget.
2. AUTHORITY: Superintendent
3. RESPONSIBILITY: Business Manager and Administrators are responsible for ensuring compliance with this procedure
4. PROCEDURES: The following are procedures for making line item adjustments (budget transfers) on a budget:

A: Budget Transfers:

1. When the principal or budget supervisor determines that additional money is needed in a certain line-item and that an excess budget is available in another line item, a Budget Transfer request may be submitted to the Business Manager for approval. BP 3110 allows for administrative budget transfers up to \$5 K.
2. Upon approval by the Business Manager, the Budget Transfer request will be processed in the software system.
3. Budget transfer requests should originate from the supervisor whose budget is being affected.
4. Monies may **not** be transferred between funds (i.e., General Operating Fund '100' to Food Service Fund "255") without school board approval.
5. The Business Manager shall prepare monthly budget transfer reports to the school board, if budget transfers are processed.

B. Budget Revisions – General Fund

1. The general fund budget shall be revised at least once each year after the state funding is determined by the Department of Education and Early Development per the OASIS 20 day count period.
2. This budget revision shall include adjustments for those actually hired for the year and any other budget changes known at the time of the adjustment.
3. This budget revision must be prepared and approved so that it may be used as the base for developing the subsequent year's budget.

June 2017

4. Other funds may be revised annually as needed.
5. The Board of Education shall approve all budget revisions.

C. Budget Development for Subsequent Year

1. The Revenue Budget will be prepared by November 1.
2. The revised current year budget will be used as the base for the subsequent year.
3. The Preliminary Budget for the subsequent year will be completed by November 10 to present information to the City Council that operates on a calendar year basis.
4. There will be three (3) readings of the budget 1) February, 2) March, and 3) April.
5. Per state statute, the HCSD budget must be presented to the City of Hoonah by May 1 annually.
6. Although, 3 readings of the budget allows for public input; a separate public budget hearing should be facilitated annually.

BUDGET TRANSFER REQUEST

School or Department

Requester

Date

Transfer To Account Number:	Transfer From Account Number:	Amount	Related Reference Number: Receipt #, Req #, PO #, & Explanation

Explanation:

Administrator Signature/Approval _____

Business Manager Signature/Approval _____

- Budget Transfer Parameters:
- 1. Funds must be in the Transfer From account
 - 2. Funds may not be transferred from salary, benefit, or utility account numbers
 - 3. Budget transfers are in whole dollar amounts only – no cents
 - 4. Budget transfers \$5,000 or greater must be approved by the Board of Education

Budget Transfer Number
Assigned by Business Office

Note: Funds must be in an account before funds may be encumbered.