

## **MANAGEMENT OF FUNDS**

The School Board shall manage and control the funds made available to it for the public schools and may incur costs and expenses.

The Superintendent or designee shall be responsible for administering the Division budget in accordance with School Board policies and applicable state and federal regulations, and laws; therefore, the Superintendent or designee will use appropriate fiscal planning and management methods, modeled after the best accepted business practices and directed toward the educational goals of the Division.

The School Board may establish reserve funds to support the sound fiscal management of the school division. The Superintendent shall develop regulations on the use of any Board reserves so established.

The School Board shall prescribe the following major classifications for expenditures of school funds: (i) instruction, (ii) administration, attendance and health, (iii) pupil transportation, (iv) operation and maintenance, (v) school food services and other noninstructional operations, (vi) facilities, (vii) debt and fund transfers, (viii) technology, and (ix) contingency reserves.

If the Alexandria City Council approves the School Board budget by total expenditures, the Board has the authority to transfer amounts within the operating fund between line items. If funds for the operating budget are appropriated to the School Board by major classifications, no funds shall be expended by the Board except in accordance with such classifications without the consent of the Alexandria City Council.

The Superintendent is authorized by the School Board to make budget transfers in all funds subject to the following requirements:

For the Operating Fund, School Nutrition Fund, and Grants and Special Projects Fund:

1. The Superintendent must approve budget transfers for all amounts equal to or greater than \$25,000.
2. The Superintendent's designee may approve budget transfers up to \$25,000.

Capital Improvement Program Fund:

3. CIP budget transfers greater than \$50,000 that cross major project categories and/or sites/locations as defined in the adopted CIP Budget must be approved by the School Board.
4. All other CIP transfers, not meeting the requirement above, must be approved by the Superintendent or Chief Financial Officer.

A report detailing all budget transfers in the Operating Fund, School Nutrition Fund, and Grants and Special Projects Fund greater than or equal to \$25,000 will be provided to the School Board each quarter.

Adopted: October 24, 1996  
Amended: April 20, 2006  
Amended: March 27, 2008  
Amended: May 29, 2008  
Amended: July 2, 2012  
Amended: December 3, 2015

Legal Refs.: Code of Virginia, 1950, as amended, §§22.1-78, 22.1-89, 22.1-94  
Cross Refs.: DB Annual Budget  
DG Custody and Disbursement of School Funds  
DI Financial Accounting and Reporting  
DJ Small Purchasing  
DJA Purchasing Authority  
DJF Purchasing Procedures  
DK Payment Procedures  
DL Payroll Procedures