



Policy:5.13

SUBJECT: **BUDGET TRANSFER AUTHORITY**

Supersedes: Policy 5.08 (2001)
Effective: September 8, 2008
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Approved by: Detroit Board of Education

1.0 Policy

1.1 **TRANSFERS**

Transfers within the same fund of an unencumbered balance or any part thereof that is not required to meet the program or work objectives for the remainder of the year may be accomplished as follows:

- 1.1.1 Transfers from one division or area to another may be authorized by the Board Treasurer/designee. The Chief Financial Officer will review these transfers and make recommendations as appropriate to the General Superintendent for necessary action.
- 1.1.2 Transfers from one operating unit to another within an area budget or within a central budget may be authorized by the office or division head, such transfers to become effective only when entered by the budget department.
- 1.1.3 Transfers within an operating unit are authorized. Such transfers become effective only when properly entered into the budget system by the Budget Department.

1.2 **RESTRICTION ON TRANSFERS FOR STAFFING**

The number of permanent positions established for each division, office, and department may not be altered by administrative authorization except as recommended by the General Superintendent/designee. Prior authorization must be granted to establish additional permanent positions in the budget of a division, office, or area within the school district. The General Superintendent/designee may establish temporary positions and, in the establishment thereof, will make budget transfers to the salary object of expenditure to finance such temporary positions; such action will

be reported to the Detroit Board of Education/designee. Salary amounts appropriated for unspecified positions may be used to establish permanent full-time positions subject to the approval of the Detroit Board of Education/designee.

1.3 GENERAL RESTRICTION

Nothing in this policy will be construed as authorization for the expenditure of funds or the incurring of obligations in excess of the total sum appropriated in the budget for each fund.

Attachments to Policy 5.13: None

See also: None

Legal References: None

Labor Contract References: None