



NEPN Code: DAA-R/STI

## Policies and Regulations

### Fiscal Management

#### Evaluation of Fiscal Management and Budget Transfers

##### Administrative Level

- a. An Administrator may overspend any cost center line item up to the greater of \$1,000 or one percent of the line item up to the greater of \$1,000 or one percent of the line item budget without prior administrative approval.
- b. An Administrator may not overspend the fund total of a cost center budget without prior approval of the President or designee.
- c. An Administrator may make budget transfers in the amount of \$1,000 to \$10,000 with approval of the President or designee.
- d. To maintain the integrity of the adopted budget, only intrafund transfers will be allowed.

A report containing standard (monthly) journal entries shall be reviewed and approved by the Comptroller. All non-standard journal entries shall be reviewed and approved by the Comptroller. All non-standard journal entries involving account number changes in excess of \$100,000 shall be reviewed and approved by the SFSD Business Manager.

##### School Board Level

- a. A budget transfer in excess of \$10,000 to or from any one account shall have prior School Board approval. The Board shall be provided with complete information regarding the funds available, the proposed expenditure, and reserves.
- b. A budget transfer which shifts resources from a salary budget account to a non-salary budget account shall have Board approval.
- c. Over-expenditure of total cost center fund budget in excess of \$25,000 or ten percent (10%), whichever is greater, of the fund budget shall have prior School Board approval.
- d. All non-budgeted operating transfers of \$10,000 or more must be approved by the Board.

Legal Reference: SDCL

- 13-16-1 Sources of school district funds
- 13-16-2 Types of funds enumerated
- 13-16-26 Transfers between school district funds

Regulation		Board Action	(formerly 3170)
approved:	01-12-87		
revised:	08-14-95	28225	
revised:	01-09-06	34304	
revised:	07-15-11	36114	
revised:	10-28-13	36752	