



Administrative Regulation 3160

TRANSFER OF BUDGET FUNDS

Responsible Office: Office of Business & Finance

REGULATION

1. Transfers Within Funds

- a. Requests for transfers of appropriations within or between any function or program within a fund may be submitted by any department head or school principal. Upon approval by the Office of Business and Finance, the request will be granted and reported to the Board of Trustees at the next regular meeting.

2. Transfers Between Funds

- a. Requests for transfers of appropriations between funds may be submitted by the Chief Financial Officer to the Board of Trustees for consideration at a regular meeting. The Board must announce and authorize the transfer at a regular meeting and the exact amounts to be transferred, the accounts, functions, programs and funds affected and the reasons for the transfer must be recorded in the official minutes.

3. Transfers From the Contingency Account

- a. The contingency account is to provide funds for unforeseen expenditures or anticipated expenditures of an uncertain amount which cannot be financed out of regular budget appropriations.
- b. No expenditure may be made directly from the contingency account, except as a transfer to the appropriate account, and then only in accordance with the procedure below.
- c. Requests for transfers of appropriations from the contingency account shall be submitted to the Leadership Team for approval prior to submission to the Board of Trustees. The Board must announce and authorize the transfer at a regular meeting and the exact amounts to be transferred, the accounts, functions, programs and funds affected and the reasons for the transfer must be recorded in the official minutes.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This regulation reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future.

2. This regulation complies with Board Policy 3160, Transfer of Budget Funds.

REGULATION HISTORY

Date	Revision	Modification
8-22-1967	1.0	Adopted
5-28-1968	2.0	Revised
6-15-1984	3.0	Revised
5-12-1992	4.0	Revised
11-11-1997	5.0	Revised