

BUDGETARY ITEM TRANSFER AUTHORITY

The Jefferson Parish School Board, Superintendent and his/her staff shall continually evaluate the school district's budget and maintain required records which support entitlement and disposition of public funds. Line items in the budget may be changed, with School Board approval, at any time during the fiscal year, provided such change is consistent with existing laws and regulations of the State of Louisiana. Any request for modification of a budgetary line item shall be approved by appropriate supervisory personnel and submitted to the Superintendent for consideration.

The Superintendent, as secretary-treasurer of the School Board, shall be authorized and in his/her sole discretion, to make such changes within the various budget classifications as he/she may deem necessary provided that any reallocation of funds affecting in excess of five percent (5%) of the projected revenue collections shall be approved in advance by action of the School Board. The Superintendent shall be directed to advise the School Board in writing when:

1. Revenue collections plus projected revenue collections for the remainder of the year, within a fund, are failing to meet estimated annual budgeted revenues by five percent (5%) or more;
2. Actual expenditures plus projected expenditures for the remainder of the year, within a fund, are exceeding the estimated budgeted expenditures by five percent (5%) or more; or
3. The actual beginning fund balance, within a fund, fails to meet the estimated beginning fund balance by five percent (5%) or more, and the fund balance is being used to fund current year expenditures.

Any line item, transfer, establishment or deletion of ten thousand dollars (\$10,000.00) or more shall be presented to the School Board for approval as a School Board resolution prior to the requested budget adjustment being implemented.

Revised: January, 2016

Ref: La. Rev. Stat. Ann. §§39:1301-1304, 39:1310; Board minutes 9-14-15.