

## **PROCEDURE WSD304**

### **WINOOSKI SCHOOL DISTRICT**

#### **BUDGET TRANSFERS**

1. The Superintendent and/or designee has the authority to transfer budgeted funds among Object codes 1xx and 2xx in Functions 1000 and 2000 to meet the contractual obligations of the district.
2. The Superintendent and/or designee has the authority to transfer up to \$25,000 dollars within Functions 1000 and 2000 with consultation of the Superintendent of Schools or Finance Manager. Building/Program Administrators will need to submit a Transfer Request Form to complete the transaction. The School Board of Trustees must approve any requests over \$25,000.
3. All budget transfers will be made in the accounting system, by the A/P-A/R Clerk, Finance Manager or designee of the Superintendent.

Reviewed and Updated: September 30, 2015