

## BUDGET IMPLEMENTATION

The Board of Education places the responsibility for administering the operating budget, once adopted, with the superintendent. In order to allow the superintendent to administer and control the budget in an effective and efficient manner, the following principles shall be followed:

### 1. Authorization for Implementation

1.1 All actions of the superintendent or duly delegated employees of the district in executing the programs and/or activities as set forth in the adopted operating budget, are authorized to implement said programs and/or activities, subject, however, to continuous review by the Board, and further limited to the following express provisions:

1.1.1 All expenditure of funds for the employment and assignment of personnel meet the legal requirements of the State of West Virginia and adopted Board policies.

1.1.2 All expenditures so authorized are contained and are fully funded within the line item of the operating unity as adopted by the Board.

1.1.3 Complete listing of expenditures and proposed expenditures for supplies, materials, and services are listed monthly for Board approval and/or ratification.

1.1.4 All purchases are made in accordance with the requirements of the State of West Virginia and adopted Board policy.

1.1.5 All budget actions are consistent with other West Virginia Laws and with other policies of the Monroe County Board of Education.

1.1.6 Appropriate financial reports are given to the Board monthly for Board control purposes.

### 1.2 Payment of Bills

The Board, recognizing that prompt payment of bills improves efficiency and lowers cost of operation, and to take advantage of time discounts, authorizes the superintendent, or his designated representative, to make payment of all bills provided the expenditure is made in accordance with principles set forth above. A listing of all paid bills is to be presented to the Board at its next regular Board meeting for review and approval with said listing being recorded as part of the official minutes.

### 2. Periodic Budget Reconciliation

At the end of each month a reconciliation statement is prepared by the Business

Manager/Treasurer which shows monthly revenues, and expenditures and is forwarded to the Division of School Finance. This financial statement is used as a guide to project purchasing, and as a guide for transferring funds to accounts which will need additional funds prior to the next fiscal year.

**3. Line Item Transfer and Line Item Supplemental Authority**

The transfer of allocated funds from one budget item to other budget items in the current expense budget and the supplements to the budget shall be made by the following procedure.

- 3.1 Proposed transfers and supplements are written up on forms provided or recommended by the Division of School Finance.
- 3.2 Proposed transfers and supplements are then approved by the County Board of Education and signed by the Superintendent.
- 3.3 Proposed transfers and supplements are then sent to the Division of School Finance for its approval. When approval is received from the Division of School Finance, budget transfers and supplements can be made by the Board of Education.
- 3/4 The Division of School Finance will not accept budget transfers and supplements after a date set each year, (usually June 20 of the fiscal year.)

**4 Encumbrances**

Purchases for goods, supplies and materials by Monroe County Schools shall be made utilizing only valid purchase orders having been properly signed. The account under which this purchase was made will be forthrightly encumbered by that amount and shall be reflected on the monthly financial statement.

In addition, encumbrances are shown in the annual financial report to the Division of School Finance, State Department of Education on June 30 each year.

Adopted by Board Action: April 2, 2002 Reviewed March 18, 2014

Note: Replaces Policies: DBJ, DBJB, DBK, DBKA