



NON-INSTRUCTIONAL SERVICES: Non-Instructional Services

Funds Management and Classification of Expenditures

I. Policy Statement

The Board of Education of Baltimore County (Board) recognizes its responsibility for management of funds entrusted to it for the education of Baltimore County Public Schools (BCPS) students. The Board believes that sound fiscal management requires proper budgeting and accounting for all revenues and expenditures.

II. Standards

The Superintendent shall establish procedures to ensure that:

- A. Budgeting and accounting controls for the receipt of revenues and the expenditure of funds adhere with:
  - 1. All applicable federal and state laws and regulations;
  - 2. The Maryland State Department of Education's *Financial Reporting Manual for Maryland Public Schools*;
  - 3. The Baltimore County Code;
  - 4. The principles and pronouncements of the Governmental Accounting Standards Board; and
  - 5. Federal and state grant guidelines.
- B. Revenues.
- C. All grant budgets include indirect costs unless prohibited by the granting agency.

III. Implementation

The Board directs the Superintendent to implement this policy.

Legal References: *Annotated Code of Maryland*, Education Article §4-102, *County Superintendent as Executive Officer, Secretary, and Treasurer of the Board*

POLICY 3121

*Annotated Code of Maryland, Education Article §5-101, Annual Budget*

*Annotated Code of Maryland, Education Article §5-105, Revenues Spent in Accordance with Major Categories of Budget*

*Baltimore County Code, Charter of Baltimore County, Maryland, Article VII, Budgetary and Fiscal Procedures*

Related Policies: Board of Education Policy 3113, *Transfers and Supplements*  
Board of Education Policy 3123, *FINANCIAL Reporting*  
Board of Education Policy 3125, *School Activity Funds*  
Board of Education Policy 3330, *Food Service Finance*

Policy

Board of Education of Baltimore County

Adopted: 09/18/68

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Re-Adopted: 01/08/08

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