



NON-INSTRUCTIONAL SERVICES: Non-Instructional Services

Transfers and Supplements

I. Purpose

To establish guidelines for reporting the transfer of funds within major categories of the operating or capital budget.

II. Definition

Budget Transfers – Moving funds within a major category after the original budget has been approved.

III. Guidelines

A. In accordance with state law, budget transfers may be made within the major categories of the approved budget without recourse to the county council, except that a report of the budget transfer shall be submitted to the county council within 15 days after the end of each month.

B. In accordance with Board of Education of Baltimore County (Board) policy 3121, the Department of Fiscal Services shall provide monthly and annual financial reports to appropriate Baltimore County officials regarding the status of appropriated funds. Baltimore County officials, if satisfied with the timeliness, completeness and accuracy of the financial reports provided, will accept a cumulative budget transfer report on an annual basis, in conjunction with the annual budget appropriation transfer.

IV. Reporting

All funds received and disbursed shall be accounted for in accordance with the *Financial Reporting Manual for Maryland Public Schools*.

Legal references: *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*

Rule 3113

Annotated Code of Maryland, Education Article §5-305, Separate and Independent Accounting for Public School Construction Money

Baltimore County Code, Charter of Baltimore County, Maryland, Article VII, §711, Transfer of Appropriations

Related Policies: Board of Education Policy 3111, *Budget Planning and Preparation*
Board of Education Policy 3121, *Funds Management and Classification of Expenditures*
Board of Education Policy 3123, *Reporting*

Rule

Superintendent of Schools

Adopted: 10/23/18