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**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 9, 2002  
**TO:** **BOARD OF EDUCATION**  
**FROM:** **Dr. Joe A Hairston, Superintendent**  
**SUBJECT:** **Non-Instructional Services: Fiscal Service Policy Revisions**  
**ORIGINATOR:** **J. Robert Haines, Deputy Superintendent, Business Services**  
**RESOURCE  
PERSON(S):** **Barbara Burnopp, Executive Director, Fiscal Services**

**INFORMATION**

Policy 3113 – Budget: Transfers and Supplements was updated as part of the initiative of the Division of Business Services to update outdated Board Policies. The policy was adopted in 1968. Changes have been reviewed twice by the Board Policy Review Committee, and reflect previous comments from Board Members.

Attachment I – Board Policy 3113

NON-INSTRUCTIONAL SERVICES: Fiscal Services

Budget: Transfers and Supplements

The Superintendent of Schools shall administer expenditures in accordance with the [approved budgets.] LIMITS ADOPTED BY THE BOARD OF EDUCATION THROUGH THE BUDGETING PROCESS.

[Any] Transfer of funds between categories [of] IN the operating budget, TRANSFER OF FUNDS BETWEEN projects in the capital budget, AND REQUESTS FOR SUPPLEMENTAL FUNDS FOR THE OPERATING OR CAPITAL BUDGET shall be approved by the Board of Education prior to [any other processing required by law.] SUBMISSION TO THE BALTIMORE COUNTY COUNCIL OR THE COUNTY EXECUTIVE AS APPROPRIATE.

Legal References: *Annotated Code of Maryland*, Education Article

- §5-101 Annual school budget
- §5-105 Expenditure of revenues; transfers within and between major categories
- §5-305 Separate accounts for construction funds
- §711, 712 BALTIMORE COUNTY, MD, CHARTER

Policy

Adopted: 9/18/68

Revised: \_\_\_\_\_

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CAPITALS show additions to text

Board of Education  
Of Baltimore County