

Santa Barbara Unified School District

Administrative Regulation

AR 3110

Business and Non-Instructional Operations

TRANSFER OF FUNDS

Transfers may be made from the designated fund balance or the unappropriated fund balance to any expenditure classification or between expenditure classifications by the Governing Board on adoption of a resolution by a majority vote.

The resolution must be filed with the County Superintendent of Schools and the county auditor. (Education Code 42600)

End-of-the-Year Procedures

At the close of the school year, the Superintendent or designee may, with Board approval, identify and request the County Superintendent of Schools to make transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification(s) or balance any budget expenditure classifications as necessary to permit the payment of obligations incurred by the district during that school year. (Education Code 42601)

Temporary Transfers Between Classifications

The Board may direct that monies held in any fund or account may be temporarily transferred from one or more of these accounts to another fund or account to be used for the payment of obligations of the district, with limitations as set by Education Code 42603. The transfer shall be accounted for as temporary borrowing and shall not be available for appropriation or be considered income to the borrowing fund or account. (Education Code 42603)

Special Reserve Funds

Upon resolution of the Board, a special reserve fund may be established for such purpose(s) as specified in the resolution. A copy of the resolution shall be filed with the County Superintendent of Schools, as well as the county auditor and treasurer. As necessary, the Board may amend the resolution to specify additional purposes or to withdraw any previously designated purpose. (Education Code 42841)

The Board may expend the money in the special reserve fund for capital outlay for the purpose specified in the resolution. In addition, unless encumbered for ongoing expenses, the Board may expend money in the fund for the general operating purposes of the district. Any money in a special reserve fund that is maintained for purposes other than capital outlay must be transferred into the district's general fund before it is expended. (Education Code 42842)

Deferred Maintenance Funds

Funds deposited in the district's deferred maintenance fund may be received from any source and shall only be expended for maintenance purposes as provided for in Education Code 17582. (Education Code 17582)

Upon resolution of the Board, excess local funds deposited in the deferred maintenance fund may be transferred to other expenditure classifications when state funds provided pursuant to Education Code 17584 and 17585 are insufficient to fully match the local funds. The resolution shall be approved by a

two-thirds vote of the Board and filed with the County Superintendent of Schools and the county auditor. (Education Code 17583)

State School Building Funds

The Board shall transfer to the district's state school building fund all funds which are required to be expended for the project for which the apportionment was made. (Education Code 16095)

Legal Reference:

EDUCATION CODE

78	<i>Definition governing board</i>
5200	<i>Districts governed by boards of education</i>
16095	<i>Transfer of district funds to district state school building fund</i>
17582	<i>Deferred maintenance fund; establishment; purpose</i>
17583	<i>Deferred maintenance fund; transfer</i>
17584	<i>Budgeting certification deferred maintenance fund; apportionment</i>
17585	<i>Applications for deferred maintenance funding</i>
41301	<i>Section A state school fund allocation schedule</i>
42125	<i>Designated and unappropriated fund balances</i>
42600	<i>District budget limitation on expenditure</i>
42601	<i>Transfers between funds to permit payment of obligations at close of year</i>
42603	<i>Transfer of monies held in any fund or account to another fund; repayment</i>
42840-42843	<i>Special reserve fund</i>
52616.4	<i>Expenditures from adult education fund</i>

SANTA BARBARA UNIFIED SCHOOL DISTRICT
Santa Barbara, California June 17, 2008