

Policy Committee Meeting

Tuesday, July 6, 2021 6:30 PM

Town Campus Hammonasset Room, 10 Campus Drive, Madison, CT 06443

I. Review of Series 3000 Policies

A. Policies recommended to be repealed and replaced

1. #3020.7 Budget Adoption

2. #3090 Financial Records and Reports

3. #3140 Line Item Transfers

B. Policy recommended for adoption (to replace three above)

1. Budget Procedures and Line Item Transfers

C. Policies recommended to be repealed (covered by statute)

1. #3020.2 Fiscal Year

2. #3250 Materials/Service Fees, Charge

II. Public Comment

III. The Town of Madison does not discriminate on the basis of disability, and the meetings are ADA accessible. Individuals who need assistance are invited to make their needs known by contacting the Town's ADA/Human Resources Director, Deb Milardo, at 203-245-5603 or by email at milardod@madisonct.org at least five(5) business days prior to the meeting.

**#3020.7
Budget Adoption**

The Board of Education will present an itemized estimate of the cost for the operation of the public schools to the fiscal authority not later than two months preceding the annual meeting at which appropriations are to be made. The estimated cost of operating the public schools for the ensuing year shall be the final budget for the schools, modified, if necessary, by any difference in the amount requested by the Board of Education and the amount appropriated by the legislative authority for the operation of the schools.

If reductions are made in the budget by the Board of Finance or at the town budget meeting or referendum, the Superintendent shall prepare a final budget recommendation for Board of Education review, modification if needed, and approval; such budget shall reflect changes made from the originally approved education budget to remain within the reduced figure ultimately approved by the legislative authority.

Legal Reference: Connecticut General Statutes
 10-51 Fiscal year. Budget. Payments by member towns. (regional districts)
 10-222 Appropriations and budget. Financial information system.

Date of Adoption: June 24, 1997

#3090**Financial Records and Reports**

The Superintendent shall be responsible for receiving and properly accounting for all school district funds and for annual financial reports to the Board of Education, the State Board of Education, the Teachers' Retirement Board, and any other governmental agencies as required by state law.

To assist the Board in carrying out its fiscal and general district responsibilities, the Superintendent shall prepare monthly financial statements and shall include in a monthly financial package to the Board:

1. amounts budgeted;
2. amounts expended and encumbered;
3. transfers, if any, made to balance accounts;
4. unencumbered balances;
5. other financial reports requested by the Board, or which the Superintendent believes should be provided.

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget. Payments by member towns; adjustments to payments.
Investment of funds. Temporary borrowing. Reserve fund.
10-222 Appropriations and budget. Financial information system.
10-259 Fiscal and school year defined.

Date of Adoption: June 24, 1997
Date of Revision: June 4, 2019

#3140**Line Item Transfers**

The Board of Education recognizes the need for transfers between object line items of the approved budget. All transfers of funds between and within object codes in excess of \$10,000.00 shall be subject to prior approval by the Board of Education. A formal request will be submitted from the cost center requesting the transfer. This request will be reviewed by the department of Fiscal Services and approved for submission to the Board of Education by the Superintendent. The Board shall be provided with complete information regarding the request for transfer of funds and the rationale for the expenditure.

Transfer of Funds Under Emergency Conditions

If there is an urgent need for a line item transfer and the Board is unable to meet in a timely fashion to consider such transfer, the Superintendent or his / her designee is authorized to transfer funds from any line item. All transfers made in such instances shall be announced at the next regularly scheduled meeting of the Board and the rationale for the transfers shall be provided.

All such transfers shall be subject to administrative regulations promulgated by the Superintendent. The Department of Fiscal Services will prepare a monthly reconciliation statement indicating the transactions to and from accounts affected by these transfers.

Total expenditures by the Board of Education shall not exceed the appropriation made by the Town of Madison. If any occasion arises whereby additional funds are needed by such board, a Special Appropriation request must be made to the Board of Selectmen and subsequently to the Board of Finance.

Legal Reference: Connecticut General Statutes
10-222 Appropriations and budget. Financial information system. (as amended by PA 98-141)

Date of Adoption: September 8, 1994
Date of Revision: November 3, 1998
Date of Revision: June 4, 2019

**Board Budget Procedures
And Line Item Transfers**

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In accordance with Conn. Gen. Stat. § 10-222, the Board of Education (the “Board”) shall prepare an itemized estimate of its budget each year for submission to the fiscal authority (i.e. Board of Finance, Board of Selectmen, Town Council, or other appropriating municipal authority) (the “Fiscal Authority”) for review and appropriation. For purposes of this policy, an itemized estimate means an estimate in which the following broad budgetary categories listed below are divided into one or more budgetary category line items.

- Salaries
- Employee Benefits
- Purchased Services
- Tuition, Public In-State
- Tuition, All Other
- Supplies
- Property
- Utilities
- Grounds Maintenance
- Other

The itemized estimate provided to the Fiscal Authority is referred to herein as the “Itemized Estimate.”

The Board shall review the recommendations and suggestions made by the Fiscal Authority as to how it may consolidate non-educational services and realize financial efficiencies. If the Board rejects such suggestions and recommendations, it shall provide the Fiscal Authority a written explanation of the reason for the rejection.

Following the annual appropriation, the Board shall meet and revise the Itemized Estimate, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Superintendent or his/her designee in the development, administration and monitoring of the budget.

36 The Superintendent and/or his/her designee shall be responsible for administering and
 37 monitoring the budget through the course of the year. The Superintendent or his/her
 38 designee shall maintain a system of appropriate expenditures and encumbrance accounting
 39 that is organized to conform with the requirements for State and Federal Accounting
 40 Reports. A quarterly budget report shall be prepared in the same format as the Itemized
 41 Estimate showing for each budgetary category line item the appropriated budget amount,
 42 expenditure to date (to include encumbered and expended amounts), projected
 43 expenditures, difference between the projected expenditures and the appropriation, and
 44 general comments indicating the reasons for the difference.

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46 Such budget report shall be presented to the Board at the first regularly scheduled meeting
 47 in the month following the period for which such report is prepared., in accordance with
 48 the following schedule:

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Period Covered	Submitted
July, August, September	October
October, November, December	January
January, February	March
March, April	May

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58 Based on expenditures and budget projections, with such budget reports, the
 59 Superintendent shall recommend to the Board transfers from one of the broad budgetary
 60 categories in the Itemized Estimate (as set forth above) to another as needed.

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62 The Superintendent is authorized to make such transfers as necessary if the urgent need for
 63 transfer prevents the Board from meeting in a timely fashion to consider the transfer,
 64 provided that such transfers by the Superintendent shall not exceed five percent (5%) of
 65 the annual budget. Transfers between the broad budgetary categories in the Itemized
 66 Estimate made in such instances shall be announced at the next regularly scheduled
 67 meeting of the Board and a written explanation of such transfer shall be provided to the

68 legislative body of the municipality or, in a municipality where the legislative body is a
69 town meeting, to the board of selectmen and transfers subsequently ratified by the Board at
70 any such meeting shall not be counted in the limitation on the authority of the
71 Superintendent to make transfers.

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73 The Board shall not expend more than the amount of the appropriation and the amount of
74 money received from other sources for school purposes. If any occasion arises whereby
75 additional funds are needed by the Board, the Chairperson of the Board shall notify the
76 Fiscal Authority and submit a request for such necessary additional funds. No additional
77 funds shall be expended until such supplemental appropriation is granted and no
78 supplemental expenditures shall be made in excess of those so authorized.

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Legal Reference:

Conn. Gen. Stat. § 10-221
§ 10-222

#3020.7

**Board Budget Procedures Adoption
And Line Item Transfers**

In accordance with Conn. Gen. Stat. § 10-222, The-the Board of Education (the “Board) will present an itemized estimate of the cost for the operation of the public schools to the fiscal authority not later than two months preceding the annual meeting at which appropriations are to be made. The estimated cost of operating the public schools for the ensuing year shall be the final budget for the schools, modified, if necessary, by any difference in the amount requested by the Board of Education and the amount appropriated by the legislative authority for the operation of the schools.

If reductions are made in the budget by the Board of Finance or at the town budget meeting or referendum, the Superintendent shall prepare a final budget recommendation for Board of Education review, modification if needed, and approval; such budget shall reflect changes made from the originally approved education budget to remain within the reduced figure ultimately approved by the legislative authority.

The Superintendent and/or his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or his/her designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. A budget report shall be prepared and presented to the Board for approval at the first regularly scheduled meeting of each month.

Line Item Transfers

The Board of Education recognizes the need for transfers between object line items of the approved budget. All transfers of funds between and within object codes in excess of \$10,000.00 shall be subject to prior approval by the Board of Education. A formal request will be submitted from the cost center requesting the transfer. This request will be

32 reviewed by the department of Fiscal Services and approved for submission to the Board
33 of Education by the Superintendent. The Board shall be provided with complete
34 information regarding the request for transfer of funds and the rationale for the
35 expenditure.

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37 **Transfer of Funds Under Emergency Conditions**

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40 timely fashion to consider such transfer, the Superintendent or his / her designee is
41 authorized to transfer funds from any line item. All transfers made in such instances shall
42 be announced at the next regularly scheduled meeting of the Board and the rationale for
43 the transfers shall be provided.

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45 All such transfers shall be subject to administrative regulations promulgated by the
46 Superintendent. The Department of Fiscal Services will prepare a monthly reconciliation
47 statement indicating the transactions to and from accounts affected by these transfers.

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49 Total expenditures by the Board of Education shall not exceed the appropriation made by
50 the Town of Madison. If any occasion arises whereby additional funds are needed by such
51 board, a Special Appropriation request must be made to the Board of Selectmen and
52 subsequently to the Board of Finance.

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55 Legal Reference:

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57 Conn. Gen. Stat. § 10-221
58 § 10-222

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60 ~~10-51 Fiscal year. Budget. Payments by member towns. (regional districts)~~
61 ~~10-222 Appropriations and budget. Financial information system.~~
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65 Date of Adoption: June 24, 1997

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**Regulation #3020.7
Budget Adoption**

No regulations required.

#3020.2**Fiscal Year**

The fiscal year shall commence July first and end June thirtieth.

Legal Reference: Connecticut General Statutes
10-51 Fiscal year. Budget payments by member towns; adjustments to payments.
Investment of funds. Temporary borrowing. Reserve fund.
10-222 Appropriations and budget. Financial information system.
10-259 Fiscal and school year defined.

Date of Adoption: June 24, 1997

#3250**Materials / Services Fees, Charges**

In keeping with Policy #5170, [Student] Activities, Fees & Charges, and the responsibility of the State to provide a free public school education, the Board of Education will provide all instructional equipment, books and materials needed to maintain the desired instructional program free of charge, subject to reasonable rules concerning their care and use. A reasonable fee may be charged for a plain or certified copy of any public record.

Legal Reference: Connecticut General Statutes
 1-15 Application for copies of public records.
 10-221 Boards of education to prescribe rules.
 10-228 Free textbooks, supplies, material and equipment.
 10-228a Free textbooks, supplies, material and equipment.
 10-229 Change of textbooks.

Date of Adoption: June 24, 1997