

Mendocino Unified School District

Business and Noninstructional Operations

Administrative Regulation 3110

Reviewed by Board 3/18/93; 3/14/96

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.

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.

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.

Special Reserve Funds: 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.

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 39618(a). (EC 39618)*

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 39619 and 19619.2 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.

State School Building Funds: *The Board shall transfer to the District state school building fund all funds which are required to be expended for the project for which the apportionment was made.*

Legal Reference:

Education Code: 78 Definition governing board
5200 Districts governed by boards of education
16095 Transfer of district funds to district state school building fund
39618 Deferred maintenance fund; establishment; purpose
39618.5 Deferred maintenance fund; transfer
19619 Budgeting certification deferred maintenance fund; apportionment
39619.2 Applications for deferred maintenance funding
41301 Section A state school fund allocation schedule
42125 Designated and unappropriated fund balances
42600 District budget limitation on expenditure
42601 Transfers between funds to permit payment of obligations at close of year
42603 Transfer of monies held in any fund or account to another fund; repayment
42840-42843 Special reserve fund
52616.4 Expenditures from adult education fund