



UHCS Policy File Code:	3160
Monitored:	X
Mandated:	X
Other Reasons:	X

**TRANSFER OF FUNDS BETWEEN LINE ITEMS/  
AMENDMENTS/PURCHASES NOT BUDGETED**

Appropriate fiscal controls shall ensure that the Board of Trustees does not spend more than authorized funds. The board secretary shall keep the board informed of the School's financial status according to law.

Except in the case of federal basic skills improvement funds, the board designates the Executive Director to approve such transfers among line items and programs as are necessary between meetings of the board. Transfers approved by the Executive Director shall be reported to the board, ratified, and recorded in the minutes at a subsequent meeting of the board, but not less than monthly.

When the necessity arises for an unbudgeted expenditure, and there are no available funds in other line items in the same category, the procedures required by administrative code shall be initiated.

**Board Approval Date: 12/15/2009**