

BOARD POLICY 3110: TRANSFER OF FUNDS
Comparison Chart
Section: Business and Non-Instructional Operations

SUMMARY OF UPDATE

Summary of Update: *The Policy was updated to delete an authorization for the temporary transfer of funds which only pertained to the 2020-21 and 2021-22 fiscal years.*

The Regulation is to be deleted. Material formerly in regulation is now incorporated into policy.

CURRENT VERSION			REVISED VERSION	CSBA MODIFICATIONS and/or NOTES	
PARA	Section	Sub-Section	November 18, 2014		June 2022
1			The Governing Board recognizes its responsibility to monitor the district's fiscal practices to ensure accountability regarding the expenditure of public funds and compliance with legal requirements.	No change	CSBA NOTE: Education Code 41010 and 42600 require districts to expend funds in accordance with the classification of expenditures included in their adopted budget and in the "California School Accounting Manual." However, in certain limited circumstances, the Governing Board may approve interfund borrowing or the transfer of money between funds. The following policy may be revised to reflect district practice.
2			The total amount budgeted by the district for each major classification of expenditures, as listed in the California Department of Education's budget forms, shall be the maximum amount which the district may expend for that classification for the school year.	No change	
3			However, when it is in the best interest of the district, the Board may:	No change	
	1		At any time, adopt a written resolution providing for transfers from the designated fund balance or the unappropriated fund	No change	

		balance to any expenditure classification or between classifications. The resolution shall be filed with the County Superintendent of Schools and the County Auditor.		
	2	Direct the temporary transfer of monies held in any district fund or account to another fund or account as necessary for the payment of obligations. Such borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. No more than 75 percent of the maximum amount held in any fund or account during the current fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year.	Direct the temporary transfer of monies held in any district fund or account to another fund or account as necessary for the payment of obligations. Such borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. No more than 75 percent of the maximum amount held in any fund or account during the current fiscal year <i>may be transferred. Amounts transferred shall be repaid in the same fiscal year, or in the following fiscal year</i> if the transfer takes place within the final 120 calendar days of a fiscal year.	
	3	At the close of a school year, request that the County Superintendent make transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification(s), or balance any expenditure classifications of the district budget as necessary for the payment of obligations incurred during that school year.	No change	CSBA NOTE: Pursuant to Education Code 42601, the district, with the approval of the Board, may identify and request that the County Superintendent of Schools make transfers at the close of a school year in order to permit the payment of district obligations incurred during that school year, as provided in item #3. For elementary school districts with average daily attendance (ADA) of 900 or less, high school districts with ADA of 300 or less, or unified districts with ADA of 1,500 or less, the County Superintendent may identify and make the transfers, with the consent of the Board.
	4	Specify amounts to be transferred by the county auditor and treasurer from the district's general fund to the special reserve fund during the fiscal year. If any special reserve funds are maintained for purposes	If any special reserve funds <i>that</i> are maintained for capital outlay <i>or other purposes pursuant to Education Code 42842 are not actually encumbered for ongoing expenses, transfer those monies into the</i>	

		<p>other than capital outlay or if monies in the special reserve fund are not actually encumbered for ongoing expenses, the Board may transfer those monies into the general fund for the general operating purposes of the district. If any monies remain in the special reserve fund at the conclusion of a project, the Board may, by written request to the County Superintendent, auditor, and treasurer, transfer those monies to the district's general fund.</p>	<p><i>general fund for the general operating purposes of the district.</i> If any monies remain in the special reserve fund at the conclusion of a project, the Board may <i>submit a</i> written request to the County Superintendent, Auditor, and Treasurer <i>to discontinue the special reserve fund</i> and transfer those monies to the district's general fund.</p>	
	5	Transfer monies between other funds or accounts when authorized by law.	No change	

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