ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS

ADMINISTRATIVE POLICY 3.04
BUDGET ~~FUND~~ TRANSFER

(1) BUDGET ~~FUND~~ TRANSFERS REQUIRING BOARD APPROVAL

The appropriate committee and the Board shall consider ~~fund~~ budget-transfer requests submitted by the Administration. The approval of the Board shall be required for General, Construction, and Extension Fund budget transfers:

- (a)   initiated by a board member;
- (b)   exceeding $100,000 within any office or program budget annually on a cumulative basis;
- (c)   exceeding $100,000 between departments, programs, schools, or special accounts;
- (d)   involving changes in policy;
- (e)   creating a new area of activity for the district;
- (f)   increasing authorized staff levels;
- (g)   made between statutory funds;
- (h)   involving the district's Contingent Fund.

(2) ~~FUND~~ BUDGET TRANSFERS AUTHORIZED BY THE ADMINISTRATION

(a)   All other ~~fund~~ budget transfers shall be authorized, as appropriate, by the superintendent or his/her designee. The superintendent shall report transfers to the appropriate committee and the Board in the meeting cycle following such action.

(b)   The Board Clerk/~~Director~~ Chief Officer, Office of Board Governance, and the ~~Managers~~ Senior Director of the Office of Accountability and Efficiency shall have the same transfer authority within their areas of operations.

(3) SCHOOL ~~FUND~~ BUDGET TRANSFER AUTHORITY

The school principal, or administrator of an alternative school, shall have authority to make line-item adjustments in the school budgets within authorized funding for the fiscal year.

(4) AVERAGE-TO-ACTUAL SALARY ADJUSTMENTS

The superintendent, or his/her designee, shall be authorized to effectuate budget transfers for the purpose of revising fiscal-year budget allocations to reflect funding adjustments from average salaries to actual salaries for budgets based on average salaries. These ~~fund~~ budget transfers shall take place during the year-end reconciliation process. ~~be reported to the appropriate committee and the Board within 60 days following effectuation of the transfers.~~

(5) CONTRACTUAL PAY ADJUSTMENTS

The superintendent, or his/her designee, shall be authorized to effectuate ~~fund~~ budget transfers from the "unallocated salaries" account to the appropriate projects to adjust budgets for negotiated pay raises. These ~~fund~~ budget transfers shall be reported to the appropriate committee and the Board no later than 60 days following effectuation of the transfer.

(6) ~~ENROLLMENT GROWTH AND TEACHER-RESERVE FUNDS~~ SUPPLEMENTAL SCHOOL SUPPORT BUDGET TRANSFER AUTHORITY

(a) ~~Per-pupil funding~~ Additional funding for staffing allocation(s) shall be provided to schools identified for class-size needs after fall adjustments have taken place. ~~which have increased their enrollments, up to the amount of funding budgeted for unallocated seats.~~ The superintendent, or his/her designee, shall be authorized to effectuate ~~fund~~ budget transfers ~~between~~ within the Supplemental School Support budget ~~"enrollment growth" and the "teacher reserve fund" accounts and the school budgets~~ as necessary for the purpose of adjusting school staffing to the appropriate level.

(b) Monies remaining in the Supplemental School Support budget ~~enrollment growth and teacher reserve fund accounts~~ may be used by the superintendent in his/her discretion to support the Board's goals. These transfers shall be reported to the appropriate committee and the Board no later than 60 days following effectuation of the transfer.

(7) CONTINGENT FUND

The earmarking of an amount in, or the transfer of money from, the Contingent Fund shall require a recorded affirmative vote of two-thirds of the Board members present at the Board meeting at which the action is taken.

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