

**BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL  
POLICIES & PROCEDURES**

NO. 0022

Title: **Budget Amendment Procedures**

Effective Date: May 9 2013

Submitted By: Governance Committee

Supersedes Date: June 10, 2009

Approved By: Board of Trustees

Rev. No: 3

**1.0 Purpose**

1.1 The purpose of this policy is to establish the procedure for amending the budget approved by the Board of Trustees (BOT) of the Benjamin Franklin Classical Charter Public School (BFCCPS).

**2.0 Scope**

2.1 Causes for a budget amendment (change) include, but are not limited to, changes to the budgeted state tuition reimbursement rate, changes in budgeted enrollment, or unexpected or mandated changes in expenditures.

2.2 Board approval is required for

2.2.1 Any increase in an expense line item that individually or when aggregated with increases in other expense line items results in total forecasted annual operating expenses exceeding the budget approved by the Board by \$5,000 or more.

2.2.2 Any budget change that reduces budgeted tuition or grant revenues by \$5,000 or more.

2.2.3 Any transfer between expense line items where the line item being increased changes by more than the greater of \$2,000 or 10% of the original budgeted amount.

2.3 Transfers between expense line items which do not require BOT approval must be tracked and disclosed to the BOT.

2.4 The Treasurer and the Finance Committee (FC) are responsible for making recommendations to the BOT for changes in the budget, meeting the above guidelines.

2.5 The BOT may suspend these rules and require all changes to be approved if the BOT deems it prudent.

### **3.0 Procedure**

3.1 The amendments (changes) to be approved in the budget are required to be approved through the following procedure:

3.1.1 Requests, preferably in writing, from any member of school community (staff, parent, board and committee members) may be presented to the Head of School (HOS) or the HOS may initiate a request. Such requests must include the following:

- The exact amount of the request for the current fiscal year
- The exact amount of the request for subsequent years (such as new positions, service contracts, leases, etc.)
- The expected source of funding (such as unrestricted funds balance, current year tuition, special grant, etc.)
- The exact nature of the expenditure including the item/service to be purchased or position to be filled (including vendor where available)

3.1.2 HOS will review all requests for budget amendment and present the requests to the FC with recommendations for approval/rejection at the monthly FC Meeting.

3.1.3 At FC meeting the FC may take the following action on a budget amendment request:

- Recommend Approval to the Board
- Recommend Rejection to the Board
- Request further information and representation to the FC, with specific date for representation

3.1.4 FC will present its recommendations (both to approve and reject) at the subsequent Board Meeting.

3.1.5 Board will take a vote as to one of the following:

- Accept the FC recommendations as presented
- Reject the FC recommendations as presented
- Request further information and representation to the Board, with specific date for representation.

3.2 The FC may reject and not forward to the Board any request previously rejected by the Board during the current fiscal year.

3.3 The HOS is precluded from obligating the school for expenditures covered by the procedure outlined above prior to approval of the Board.