

**ALLOWAY TOWNSHIP SCHOOL DISTRICT**  
Alloway, New Jersey

**FILE CODE: 3160**

  X   **Monitored**

  X   **Mandated**

  X   **Other Reasons**

**Policy**

---

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

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

Except in the case of federal basic skills improvement funds, the board designates the chief school administrator to approve such transfers among line items and programs as are necessary between meetings of the board. Transfers approved by the chief school administrator 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 on other line items in the same category, the procedures required by administrative code shall be initiated.

Adopted: November 10, 1986  
Revised: September 23, 2003, November 2019  
NJSBA Review/Update: April 2025  
Readopted:

Key Words

Transfer of Funds, Budget, Budget Amendment

**Legal References:** N.J.S.A. 2C:30-4 Disbursing moneys, incurring obligations in excess of appropriations  
N.J.S.A. 18A:17-9 Secretary; report of appropriations, etc.; custodial duties, etc.  
N.J.S.A. 18A:18A-7 Emergency purchases and contracts  
N.J.S.A. 18A:22-8.1 Transfer of amounts among line items and program categories  
N.J.S.A. 18A:22-8.2 Prohibited transfers  
N.J.S.A. 18A:24-48 Application of proceeds to new purpose; in districts having boards of school estimate; certification by boards of education  
through -54  
N.J.A.C. 6A:23A-13.3 Transfers during the budget year  
N.J.A.C. 6A:23A-16.1 Prescribed system of double-entry bookkeeping and GAAP accounting  
See particularly:  
N.J.A.C. 6A:23A-16.2, -16.10  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

Hawkins-Stafford Elementary and Secondary School Improvement Act of 1988, (Pub. L. No. 100-297) amending Elementary and Secondary Education Act of 1965.

Guidelines for Development of Program Plan--Bilingual/ELL Education Programs--New Jersey State Department of Education, revised annually

**Possible**

**Cross References:** \*3000/3010 Concepts and roles in business and noninstructional operations; goals and objectives  
\*3100 Budget planning, preparation and adoption  
3170 Budget administration

TRANSFER OF FUNDS BETWEEN LINE ITEMS/  
AMENDMENTS/PURCHASES NOT BUDGETED (continued)

3300	Expenditures/expending authority
*3320	Purchasing procedures
*3570	District records and reports
3571	Financial reports
*6142.2	English as a second language; bilingual/bicultural
*6171.3	At-risk and Title 1
9127	Appointment of auditor
*9325.4	Voting method
*9326	Minutes

\*Indicates policy is included in the Critical Policy Reference Manual.