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6 The Board of Education may authorize a transfer within the operational budget if the transfer is within the  
7 same budget series. Approval of the State Public Education Department, School Budget and Finance  
8 Analysis Bureau, is required for between-series budget transfers after the board has approved such  
9 transfers. All transfers shall be made in compliance with state law and New Mexico Public Education  
10 Department, School Budget and Finance Analysis Bureau procedures.

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12 Requests for intra-budget transfers will be totaled by line item, between each regular Board of Education  
13 meeting. The Business Manager will report all proposed intra-budget transfers to the Superintendent for  
14 review and submission to the Board of Education for final review and approval.

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16 In the event the Board of Education and/or Superintendent determine that additional personnel, programs  
17 or initiatives are warranted, no such additions shall be made without a corresponding identifiable source  
18 of funding and a balanced budget.

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20 Periodically throughout the year, the budget will be reconciled to the actual expenditures and revenues of  
21 the District. A budget increase may be required upon receipt of additional revenue related to a special  
22 project or program. A budget decrease may be required if anticipated revenue is not realized. Both  
23 increases and/or decreases require the approval of both the Board of Education and New Mexico Public  
24 Education Department, School Budget and Finance Analysis Bureau prior to incorporation into the  
25 District's budget.

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27 Legal References:  
28 §22-8-5 NMSA 1978  
29 NMAC 6.20.2  
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