

Town of Chaplin - Board of Finance Policy #2021-nnn
Board of Education Non-Lapsing Education Carryover Account

A. Purpose.

The Board of Finance (BOF) is charged by State statutes with effective control of budget expenditures by both the Town and Board of Education. For the Board of Education, this control is limited solely to the bottom line dollar amount. In addition, the Board of Finance also recognizes the need to have adequate information exchange with all town budget entities on this matter.

State statutes authorize the Board of Finance to establish a permanent Non-Lapsing Education Carryover Account for the purpose of defraying unanticipated and unbudgeted education expenses.

B. Statutory Requirements.

Connecticut General Statutes (C.G.S.) Title 10, Chapter 171, Section 10-248b governs the establishment and management of this non-lapsing account and is incorporated herein (see Appendix B).

C. Policies.

The Board of Finance (BOF) has established this Non-Lapsing Education Carryover Account in accordance with C.G.S. Chap 171, Sec 10-248a beginning with the year ending June 30, 2012 and subject to the following policies and procedures:

1. The Account has been established as a Restricted, General Fund account to be controlled by the Board of Finance and administered through the Town's Finance Office.
2. The Account has been established exclusively for Board of Education purposes.
3. The amount credited in any given year may not exceed one per cent of the total budgeted appropriation for education for that specific fiscal year.
4. The cumulative balance in this Account shall not exceed 2% of the current fiscal year Board of Education's budget. Once the Account balance reaches this level, no additional monies shall be credited to the Account.
5. Expenditures from the Account shall be made only for capital purchases and/or emergency expenses. No money from this Account shall be used for any purpose which shall increase the Minimum Budget Requirement of the Board of Education as defined by the Connecticut General Statutes.
6. All expenditures from the Account shall be approved in advance by the Board of Education and the Board of Finance, and shall be subject to the same bidding and purchasing policies as other Board of Education expenditures.
7. The Account balance shall be jointly reviewed by the Board of Finance and the Board of Education annually.

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D. Procedures.

1. The Board of Education (BOE) shall submit a written request to the Board of Finance, prior to September 1st of the ensuing fiscal year, for the rollover of unexpended funds from the prior fiscal year Board of Education budget. This written request shall include the following:
 - a. The amount of unexpended funds remaining from the BOE budget, together with the date of closure for the prior year's accounts (except for audit requirements).
 - b. A final Budget-vs-Actual report for the prior fiscal year.
2. Upon approval of the Board of Finance, unexpended funds from the Board of Education's annual adjusted budget in the General Fund, in an amount to be determined by the Board of Finance, shall be credited to the Non-Lapsing Education Carryover *Account* in any given year. The amount credited in any given year may not exceed one per cent of the total budgeted appropriation for education for that specific fiscal year.
3. [Need expenditure approval procedure here.](#)

E. Reporting:

The Board of Finance will review monthly financial reports generated by the Finance office in order to carry out its statutory obligation for budget monitoring and control,

F. Examples.

None.

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Appendix B: Connecticut General Statutes (C.G.S.) Title 10, Chapter 171.

Sec. 10-248a. Unexpended Education Funds Account. For the fiscal year ending June 30, 2011, and each fiscal year thereafter, notwithstanding any provision of the general statutes or any special act, municipal charter, home rule ordinance or other ordinance, the board of finance in each town having a board of finance, the board of selectmen in each town having no board of finance or the authority making appropriations for the school district for each town may deposit into a non-lapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation for education for the town, provided such amount does not exceed one per cent of the total budgeted appropriation for education for such prior fiscal year.

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