Title: **Budget Transfers**
Code: DBJ
Section: Section D: Fiscal

On October 8, 2026, the Academy District 20 Board of Education adopted a resolution that supersedes, for FY26/27 only, the dollar-based approval thresholds set in DBJ – Budget Transfers. The October 8 Board resolution may be viewed at: https://asd20.community.highbond.com/document/ed27edd9-3fd6-4de8-bd77-69630f8212d2

Inter-fund transfers may be authorized only by the Board of Education. Inter-fund transfer requests from the general fund contingency reserve account shall be submitted to the Board by the superintendent for Board approval.

Temporary transfers within funds (or from one fund to another) during the fiscal year may be authorized by the Board as necessary. However, the Board shall not transfer moneys from the bond redemption fund, the transportation fund (supported by voter approved user fee or special property tax revenues), or the building fund. The Board may transfer between the capital reserve fund and the risk management sub-fund, if such funds are available.

In addition to transfers, the Board is also authorized to adopt a resolution annually permitting borrowing unencumbered moneys from any one fund, except the bond redemption fund, at any time, in accordance with the procedures outlined in C.R.S. § 22-44-113. Any such loan shall be repaid not later than three months after the beginning of the following budget year.

The superintendent or designee(s) may authorize transfers from the general fund contingency reserve account up to a maximum of $100,000 per occurrence. Except for extreme emergencies, the total undesignated contingency reserve may not be reduced by more than 25% in any one fiscal year without prior approval of the Board. Established emergency reserves, or amounts pledged in accordance with Article X Section 20 of the Colorado Constitution, may not be transferred to expenditure accounts without prior approval of the Board. In emergency situations, the superintendent may authorize use of such funds when lawful and with immediate notification to the Board.

All building fund project appropriations shall be approved by the Board of Education; therefore, any transfer of unspent or unencumbered monies to other projects, shall be approved by the Board of Education. However, transfers from the building fund contingency account(s), up to a maximum of 10% or $100,000, whichever is less, shall be approved by the superintendent or designee(s). Project cost overrun transfers in excess of this amount shall be approved by the Board of Education.

In order to adapt the budget plan to changing conditions during each fiscal period, the superintendent or designee(s) shall be authorized to transfer budget from one line item to another within the same major program category and fund during the same fiscal year, but in so doing shall not impair the ability of the budget to provide the support necessary for implementation of the District's strategic plan, goals, and objectives.

The superintendent shall submit budget transfer recommendations to the Board of Education for approval when: (1) the aggregate amount to be transferred to support any line item, single issue, or purpose exceeds $200,000; or (2) the accumulation of budget transfer is expected to significantly impact the annual budget; or (3) transfers from one major program category to another major program category exceed $100,000; or (4) strategic plan resource allocations need to be reprioritized.

Budget transfers requiring Board approval shall be submitted as an action item on the Board meeting agenda.

The Board of Education shall receive a midyear budget update report, including budget transfer recommendations, if any, during January of each year.

Adopted/Approved: March 7, 1996
Reviewed: November 1, 2006
June 2018
April 26, 2021
Revised: February 20, 2003
July 1, 2018
October 19, 2026

Legal Refs:
Colorado Constitution Article 10, Section 20 (The Taxpayer's Bill of Rights)
C.R.S. § 22-32-107
C.R.S. § 22-44-102(3)
C.R.S. § 22-44-112
C.R.S. § 22-44-113
C.R.S. § 22-45-103(1)(a)(II)
C.R.S. § 22-54-105
C.R.S. § 24-10-115

Cross Refs:
EL-1, Global Executive Constraint
EL-10, Budgeting and Financial Planning
EL-11, Financial Administration
BSR-4, Delegation to the Superintendent

Adopted: **March 07, 1996**
Last Revised: **July 01, 2018**
October 19, 2026

Attachments Admin Policy DBJ Revised 7-1-18.pdf