

PRINCE GEORGE'S COUNTY PUBLIC
SCHOOLS Board of Education
Upper Marlboro,
Maryland

3130
Policy No.

BOARD OF EDUCATION POLICY

BUSINESS AND OTHER NON-INSTRUCTIONAL

OPERATIONS BUDGETS

Fiscal Responsibility and Control – Annual Operating Budget

The Board of Education of Prince George's County establishes and maintains fiscal oversight and control for funds entrusted to the Prince George's County Public School System. In so doing, the Board of Education adopts balanced budgets establishing annual budgetary appropriations (operating and capital) and special grants that are the basis for the operation of the school system.

Board of Education's Responsibilities:

1. Establish a standing committee to oversee, report, and make recommendations to the full Board on finance, audit, and budgetary matters;
2. Engage the services of an independent public accounting firm to perform annual financial audits;
3. Approve the work program and oversee the activities of the Internal Auditor;
4. Annual Operating Budget Public Hearing(s) – Prior to the adoption of the Annual Operating Budget the Board of Education shall conduct at least two (2) public hearings on the Chief Executive Officer's (CEO) Proposed Annual Operating Budget. After the public hearings, the Board of Education shall adopt a budget in public session for submission to the County Executive on March 1 of each year.
5. Capital Improvement Program Budget Public Hearing(s) – Hold at least one public hearing on the Proposed Capital Improvement Program Budget. The hearing will be held during the period from August 10 through September 15, but at least one week after the Capital Improvement Program Budget has been made available to the public. After the public hearing, the Board of Education shall adopt a budget in public session and submit it to the County Executive on

or before October 21 of each year.

6. Act in public session on all proposed transfers between the major budget categories established by State law; and
7. Act in public session on all proposed operating budget transfers that increase the overall number of authorized permanent positions or that transfer funds within a category in excess of \$100,000 for operating unrestricted funds and \$500,000 for operating restricted funds that include new grants and realignments of resources of existing grants that only require prior approval by the fiscal agent, grantor, or funding authority. Realignment transfers for operating restricted grants, which consists of technical adjustments to appropriations that have been previously approved by the Board of Education in excess of \$500,000 that include, but not limited to revalidation of appropriations; increases or decreases to (foundations and civic organizations); and year-end carryover balances on multi-year projects that span across several fiscal budget years will be submitted in a report to the Board of Education on a monthly basis due no later than two to three business days after the regularly scheduled month-end Accounting Period close.

The CEO is responsible for the administration of the public schools in accordance with Board of Education policies, the public school laws of Maryland, and the bylaws of the State Board of Education.

CEO Responsibilities:

1. Prepare the Proposed Annual Operating Budget in a format approved by the Board that is in compliance with State law, understandable by the public, and consistent with the Quality Schools Program Strategic Plan.
2. Submit the Proposed Annual Operating Budget to the Board of Education on or before the last regularly scheduled Board of Education meeting in December. However, the CEO may request a waiver.
3. Submit the Proposed Capital Improvement Program Budget to the Board of Education prior to September 1 each year.
4. Make copies of the CEO Superintendent's proposed budgets available to the public, upon request, at the time a budget is transmitted to the County Executive.
5. Make copies of the budgets approved by the Board of Education available to the public, upon request, at the time budgets are transmitted to the County Executive.

6. Ensure the timely completion and publication of an Annual Financial Report that is in conformance with generally accepted accounting principles.
7. Utilize the Board's official web site as a primary means of communication with the public on budgetary and fiscal matters.
8. Ensure that the implementation of financial procedures is consistent with the need for effective and efficient operations.
9. Establish and maintain financial control systems and procedures that conform to Federal and Maryland laws and regulations and to applicable provisions of the charter and laws of Prince George's County.
10. Adhere to the appropriation levels and approved positions contained in the adopted budgets or associated spending plans.
11. Provide periodic interim reports on the financial position of the school system to the Board in accordance with its established schedule.
12. Prepare documentation and provide appropriate supporting materials for all proposed transfers between the major budget categories established by State law that require the prior approval of Board of Education and County Council.
13. Prepare documentation and provide appropriate supporting materials for all proposed transfers between Capital Projects.
14. Submit for Board approval all proposed operating budget transfers that increase the overall number of authorized permanent positions or that transfer funds within a category in excess of \$100,000 for operating unrestricted funds and \$500,000 for operating restricted funds that include new grants and realignments of resources of existing grants that only require prior approval by the fiscal agent, grantor, or funding authority. Realignment transfers for operating restricted grants, which consists of technical adjustments to appropriations that have been previously approved by the Board of Education in excess of \$500,000 that include, but not limited to revalidation of appropriations; increases or decreases to appropriations initiated by fiscal agents, grantors, and other financial institutions (foundations and civic organization); and year-end carryover balances on multi- year projects that span across several fiscal budget years with be submitted in a report to the Board of Education on a

monthly basis due no later than two to three business days after the regularly scheduled month-end Accounting Period close.

15. Submit to the Board monthly reports of all transfers not in excess of \$100,000 approved by the CEO by the second meeting of the following month.

Legal Reference: MD Ann. Code, Educ. Art. §5-101 et seq.

Policy Adopted
8/26/71

Policy Amended
8/29/74

Policy Amended
3/21/17