



## TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY

### Policy on Intra-departmental Line Item Budget Transfers

**Purpose:**

The purpose of this policy statement is to identify the criteria the Finance Committee will use to rule on requests for “intra-departmental” transfers between account types. The Town Meeting may, by approving a specific article, during the budget process permit departments to transfer funds between account types with Finance Committee approval.

**Policy:**

1. Transfers may be requested to help address unforeseen circumstances or changes in funding assumptions.
2. Intra-departmental transfers are intended to minimize the need for Special Town Meetings but are not intended to replace the Town Meeting. If a Town Meeting is held between the event prompting the transfer request and submission of the request, the committee will be justified in rejecting the request.
3. In order to approve a transfer request, the Finance Committee must be of the opinion that the transfer would be approved by a Town Meeting.
4. The receiving account must not have had its appropriation level explicitly set by the Town Meeting at the level below the budget recommendation. Such action by the Town Meeting will be deemed as an indication to limit the respective account.
5. The transfer request must be for a legal expenditure.
6. Transfer requests will only be considered if the expenditure is consistent with the intent of the original Town Meeting appropriation.
7. No transfer requests will be approved after July 15<sup>th</sup> (fifteen days after the end of the fiscal year for which the transfer would be effective).
8. Transfer requests should be submitted at least one week prior to the Finance Committee meeting at which the request will be considered.
9. A representative of the requesting organization should plan to be present at the meeting to defend and explain the request.
10. Transfer requests should be submitted prior to the expenditure. Departments should not expend unappropriated funds anticipating approval of a transfer.

11. The Finance Committee may require that the requesting department deplete other funds before the transfer request is considered.
12. Transfer requests must be submitted using the attached form. The request should include three copies of the request form as well as any supporting documentation (an explanation of the expense, estimate of the cost, explanation of the changes prompting the request). Identify the "Source of Funds" as the applicable department account. Complete all sections of the form.
13. This policy shall be nullified by promulgation of special legislation as authorized by action taken under Article 4 of the May 18, 1998 Semi-Annual Town Meeting.