

**Brookdale Community College
College Policy**

4.3500 Budget Transfers

I. Title of Policy

Budget Transfers

II. Objective of Policy

To establish parameters within which the President is authorized to make budget transfers during the fiscal year.

III. Authority

Board of Trustees Bylaws 1. 1.3054 i.

IV. Policy Statement

Procedures for budget transfers shall be established by Brookdale Community College ("College") regulations and periodically reviewed by the Finance and Facilities Committee of the Board of Trustees.

Budget transfers shall not be utilized to establish positions, or offices, without prior Board approval.

A one-time budget transfer of 10% or more of a division's annual budget must have the approval of the Board of Trustees.

V. Responsibility for Implementation

President

Approved: 8/25/77

Revised: 10/24/96

Approved: Board of Trustees, 05/29/2019