

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

2.10

Effective Date: 2/28/2011

Section: Fiscal Management

Subject: Special Education Federal Budget Amendments & Addendums

Related Policy: School Board Policy 2.201

I. DEFINITIONS

FTE – an FTE is a full time equivalent employee

II. PROCEDURES

Section – Federal Law requires a budget amendment when reallocating 10% or more in any account code. Federal Law requires submission of an addenda when increasing or decreasing personnel (FTE's) within their budgets.

The Special Education will follow Federal Law in completing all amendments & addenda. The procedure will be as follows:

1. When moving an amount greater than or equal to 10% in any account code, or when increasing or decreasing FTE's, the Special Education department will create an Amendment or an Addendum. Within an Amendment/Addenda justifications outlining specific uses for the funds or personnel will be included.
2. The Amendment/Addenda will be included in the Board Packets, available for review by the School Board 1 week prior to School Board Meeting. The approval of the Amendment/Addenda will be put on the School Board Agenda.
3. Upon approval of the school board the Amendment/Addenda will be sent to the Tennessee Department of Education, Division of Special Education for approval.
4. Upon approval of the Tennessee Department of Education, Division of Special Education, Marshall County Schools, Finance Department & Special Education will revise their budgets to reflect newly approved Amendment/Addenda.

III. ATTACHMENTS

Signature on File

Jacob Sorrells, Director of Schools