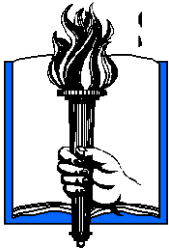


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: Budget Amendments And Allocations	Descriptor No: AD FM2	Effective Date: 5/11
Revised: 6/11; 2/14; 8/15; 9/18		

1 Any additional funds received will be entered into the appropriate revenue and corresponding
2 offsetting expense categories in the Board’s Operating Budget to produce an Amended Operating
3 Budget.

4
5 Budget Amendments shall be made in accordance with the City of Murfreesboro accounting
6 standards and upon recommendation from the Director of Schools and School Board to the
7 Murfreesboro City Council.

8
9 **Federal Program Budget Amendments**

10 Budget amendments for all Federal Programs shall follow all applicable State and Federal rules
11 and regulations.

12
13 Budget Amendments approved by the Director of Schools and School Board shall then be
14 applied to the appropriate Federal Program’s records.

15
16 **Budget Allocations**

17 **Direct Allocations To Schools:**

18 The allocations listed below will be sent directly to each school for deposit in the school account
19 as follows: (Please note that these amounts can change annually and are determined each year
20 through the budget process.)

21
22 **Instructional Materials:**

- 23 • **\$ 8.50 per student** (ADM) to be put in the school office account for classroom instruction
24 materials only.

25
26 **Instructional Supplies:**

- 27 • **\$10.00 per student** (ADM) The actual amount sent to the school will be the balance of
28 Bid Purchase for Instructional supplies allocation. (Paper, toner, laminating film, etc.)
29 This money is to be put into the school office account.

30
31 **Teacher Room Account:**

- 32 • \$200.00 per classroom for each classroom teacher and special area teachers except school
33 counselors and media specialists. These funds are to be placed in the teacher room
34 accounts.
35

36 **Instructional Equipment:**

- 37 • \$20.00 per student (ADM) to be spent only on classroom instructional equipment and
38 installation of such. These funds are to be put into the school office account.
39

40 **School Counselors:**

- 41 • \$350.00 per full time position for use by the school counselor.
42

43 **Art Supplies And Materials:**

- 44 • \$ 2.00 per student (ADM) to be put into the Art Teacher's room account.
45

46 **New Licensed Employee/Classroom Set Up:**

- 47 • \$250.00 for each newly hired licensed teacher or a teacher who is in a previously unfilled
48 position needing to establish a new classroom not previously used as such. Please note
49 that this Administrative Directive does not provide for teachers moving from one
50 classroom to another or changing grade levels or schools, nor does it apply to Guidance
51 Counselors, Media Specialists, Vision/Speech/Deaf Ed. The intent of this AD is to assist
52 new teachers in establishing a classroom and to assist in the establishment of a classroom
53 space not previously used for a regular classroom.
54

55 **Media Center:**

- 56 • \$ 6.00 per student \$6.00 per ADM to be placed in the Media Specialist account for books
57 with the balance going towards the purchase of a library software program.
58

59 **Funds Distribution Method:** Eighty-seven and one half (87.5%) percent of the total amount of
60 funds to be sent to the schools will be sent on or before by September 15th. The remaining
61 twelve and one half (12.5%) percent will be held at the Central Office and will be sent to the
62 schools on or before April 30th. ADM will be calculated based on beginning of year enrollment.
63

64 **Purchasing Procedures:** Purchasing at the school level must follow procedures set forth in the
65 Tennessee Internal School Financial Management Manual and other School Board Policies or
66 Administrative Directives dealing with purchasing procedures.
67

68 **New Classroom Startup Money:**

69 Annually, licensed teachers who are newly employed by the school district will be provided
70 startup money available in the approved budget for the year. This Administrative Directive does
71 not provide for teachers moving from one classroom to another or changing grade levels or
72 schools.
73

74 Each school Secretary/Bookkeeper shall keep and make available for audit a fully itemized
75 accounting of how this particular allocation was spent on the classroom.
76

77 **Budget Amendments for Additional Revenues & Corresponding Expenses**

78
79 Any additional funds received will be entered into the appropriate revenue and corresponding
80 offsetting expense categories in the Board's Operating Budget to produce an Amended Operating
81 Budget.

82

83 Budget Amendments will be approved in accordance with the City of Murfreesboro accounting
84 standards after they receive the appropriate approval from the Director of Schools and School
85 Board.

86

87

88

89

90

91 Board Related Policy: 2.200, 4.400