

## **Transition Fiscal Procedures for Northport School Committee**

### **Budget**

The School Committee will approve the detailed transition budget and the Select Board will approve the total amount of the budget.

### **Committing Monies**

When the Superintendent feels there is need to expend monies as specified in the detailed transition budget, she will inform the Chair of the Committee.

When the Superintendent feels there is a need to expend monies from the 'unanticipated expenses' line, she will ask approval of the Committee either at a meeting of the Committee or, if time does not permit waiting, by email to Committee members.

### **Approving Payments**

The Superintendent will present invoices for payment to the Town Office.

The Town Office will prepare a warrant of School Department expenditures.

When two School Committee members have signed the warrant, it will be placed on the next Town warrant for consideration by the Select Board.

Approved Northport School Committee: 1/12/15