

CONTINGENCY FUND BALANCE GUIDLINES

As appropriate, each of the funds at the Lafayette Parish School Board shall annually appropriate a reasonable contingency amount for unforeseen and unpredictable events which may occur each year.

The contingency line item will not be expended except under the following circumstances:

- A. Non Emergency Items -- Advance approval of the Board is necessary.
- B. Emergency Item -- If the circumstances are not severe, advance approval by the Board will be obtained. If the circumstances are severe or threaten the life or health of a student or employee or threaten the physical integrity of school facilities, the Superintendent or his designee shall be authorized to utilize the contingency line item. In such cases, the Superintendent shall inform the Board as soon as possible and request ratification of his actions at the next Board meeting.

Adopted: 10/6/93