

Budget Transfer Instructions

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Budget Transfers

A *Budget Transfer* is moving budget funds from one account to another account within the same Budget Area. **The sum of the debit and credit amounts of the budget transfer entry is zero.** The same amount(s) is(are) moved from one account(s) to another account(s). To complete this transfer, several steps need to be done as follows:

1. The person having budget authority over the account sends an email to the Director of Budget Operations (Susan Pedersen) requesting the transfer of budget funds. The email should include the account number(s) where the funds are coming from and the account number(s) where the funds are going to, the dollar amounts for each account number, and a brief explanation for the transfer. **Please keep all budget transfers in whole dollars.** An example of a budget transfer request is as follows:

Please transfer budget funds from:

	1-000-07004-7601	\$1,900
	1-000-07004-7449	\$7,200
To:	1-000-07004-7448	\$9,100

Transfer is to cover XYZ contractual services on the PAC building.

2. This is all that is needed. **The requester (Budget Officer or designee) of the transfer is responsible to maintain any documentation needed to support the budget transfer should the entry need further justification or need to be audited.**
3. After review, the Director of Budget Operations will post the entry to the Datatel system and a confirming email will be sent to the requester of the budget transfer notifying him/her that the budget entry was posted.

Payroll Transfers To/From Non-Payroll Accounts

Budget Transfers are not automatically authorized when requested from Payroll accounts to non-Payroll accounts. The same is true for transfers requested from non-Payroll accounts to Payroll accounts. These types of budget transfers can only be done with the approval of the Director of Budget Operations. These types of transfers should be rare. However, if you need this type of transfer, please follow step # 1 above and email your budget transfer request to the Director of Budget Operations. If approved, then a confirming email will be sent as outlined in step #2 above.

Transfers from one Budget Area to Another Budget Area

Budget Transfers from one Budget Area to another Budget Area are handled differently and depends on whether it is a minor or major transfer. A minor transfer is for a few thousand dollars or less; a major transfer is for many thousands of dollars. **There should be few, if any, major transfers because these transfers affect the Board Approved Budgets, Financial Operations Summary report, and variance reports.** Follow steps 1 thru 3 above under Budget Transfers with the exception that a person with budget authority from each department that is affected from the transfer needs to approve the transfer (via email) before it is made. In step 4 above, the confirmation email will be sent to each of the persons authorizing the budget transfer after the transfer has been posted in Datatel.