

**South Texas College
Business Office
Budget Transfer Procedures**

Purpose

Budget transfers are a vehicle used by management to reallocate budgeted funds for future purchases and to cover negative balances within an organization.

Approvals

The following table outlines allowed usage and the corresponding signatures required. All transfers must be within the same fund code (except for restricted and plant funds).

Budget Category	Required Signatures		
	Financial Manager(s)	Appropriate Vice President	President
Salaries and Benefits			
Increase to College Budget	Not Allowed	Not Allowed	Required; and VP FAS
Decrease to College Budget	Not Allowed	Not Allowed	Required; and VP FAS
Direct Expenditures and Travel			
Increase to Organization Budget	Required	Required	\$5,000 or more
Decrease to Organization Budget	Required	Required	\$5,000 or more
Capital			
Increase to Organization Budget	Required	Required	\$5,000 or more
Decrease to Organization Budget	Required	Required	\$5,000 or more

Additional approval signature required by VP-FAS on Capital Budget decreases for use of other than intended purpose as listed in the Board Approved Budget.

Procedures

1. To determine organization and account availability balances:
 - a. Access Banner form FGIBAVL and enter in organization and account pool code,
 - b. Click on Go,
 - c. Print the Banner print screen or document the budget balance displayed (for future reference),
 - d. Available balances are subject to change if capital expenses are re-classified as operating expenses or vice versa, as determined by Fixed Assets. The reclassification of expenses may require a department to submit a budget transfer.

2. Identify organization and accounts that need additional funding (due to negative balance or in anticipation of future purchases),
 - a. Transfers are allowed between the pool accounts for direct expenditures (account code 710000), travel (account code 730000), and capital (account code 740000) in unrestricted, auxiliary and plant funds. Please use the above stated account codes when completing the transfer form,
 - b. Budget transfers between different fund codes are not allowed. The fund code for the organization being increased must be the same as the fund code for the organization being decreased.

Example:

	ORGANIZATION NAME	FUND CODE	ORGANIZATION CODE	ACCOUNT CODE	INCREASE	DECREASE
1.	Business Office	110000	410013	710000	100.00	
2.	Business Office	110000	410013	730000		100.00
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
					\$ 100.00	\$ 100.00

- c. Increases and decreases to an organization’s salary budget are processed through the Request for Change in Position Control Funding form (BO-3700). Refer to the Position Control website for more information.
 - d. Budget transfers into or out of the following types of organizations are not allowed:
 - i Conference/event organizations, and
 - ii Carryover organizations
3. Complete the Request for Budget Transfer form (BO-3500)

<http://finance.southtexascollege.edu/businessoffice/forms.html>

 - a. Handwritten Budget Transfer forms will not be accepted,
 - b. Please be considerate and plan accordingly due to the turnaround time needed to deliver, sign, and process a transfer.
4. Obtain required signatures
 - a. Refer to the Approval table in the previous section or the Budget Transfer form (BO-3500) for guidelines.
5. Submit approved form to Business Office, Budget Department for processing.
6. Verify the budget transfer was processed through:
 - a. FGIBAVL,

- b. Enter in organization and account pool code,
- c. Click Go, and
- d. Compare the Adjusted Budget balance displayed to the balance displayed in Step #1, or

7. FGIBDST

- a. Access Banner form FGIBDST, and
- b. Enter in organization code,
- c. Click Go,
- d. Scroll and highlight the pool account code used to complete the transfer form (account code: 710000, 730000 or 740000),
- e. Click on the Related drop down menu, and select Transaction Detail Information (FGITRND), and
- f. Review the transactions displayed to verify if the budget transfer was processed.