

RULES for BUDGET TRANSFERS

The allowable budget transfers between funds are as follows:

AU-DIVISION I - UNRESTRICTED:

A cash transfer **IS NOT** required for the transactions between unrestricted funds.

FUND to FUND

101001-----> 101002 (with exception of 620-Employee Benefits*)
101001-----> 101003
101001-----> 101004
101002-----> 101001 (including 620-Employee Benefits)
101002-----> 101003
101002-----> 101004
101003-----> 101001
101003-----> 101002
101003-----> 101004
101004-----> 101001
101004-----> 101002
101004-----> 101003

Fund Description:

Fund 101001-101004 AU Unrestricted

101001 Base Budget
101002 Soft , Other
101003 Indirect Cost Recovery (ICRE)
101004 Cost Share

Any transfers between unrestricted funds, across divisions, require a cash transfer.

*Employee Benefits can NOT be transferred from Fund 101001 to any other fund except to Fund 101004 and only to cover the current year designated rate for employee benefits for the salary/wage amount transferred to a cost share.

AU-DIVISION I - RESTRICTED:

Transfers between restricted funds and unrestricted funds (listed at the top of this memo) as well as transfers between restricted funds are not allowed without a memo from the donor, dean, or someone with signature authority of the dean stating that it is ok to move the money. They **DO** require a cash transfer prepared by Financial Reporting.

For example:

27XXXX----->3XXXXX
3XXXXX----->27XXXX
27XXXX-----> 1XXXXX
3XXXXX-----> 1XXXXX

*****Transfers from unrestricted accounts to restricted accounts are prohibited. *****

Transfers between unrestricted plant funds/project funds and unrestricted accounts are allowed as are transfers between plant funds/project funds. They **DO** require a cash transfer prepared by Financial Reporting.

For example:

9XXXXX-----> 1XXXXX
1XXXXX-----> 9XXXXX
9XXXXX-----> 9XXXXX

Transfers between auxiliary funds and unrestricted funds are allowed. They **DO** require a cash transfer prepared by Financial Reporting.

For example:

5XXXXX-----> 1XXXXX
1XXXXX-----> 5XXXXX

Please refer questions regarding transfers involving contracts or grants to Contracts & Grants Accounting at 844-4847.

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