BUDGET TRANSFER GUIDELINES
University of North Carolina School of the Arts

UNCSA Department Managers are responsible for regularly reviewing and managing the budget(s) for the fund(s) in which they have financial authority and responsibility. This responsibility includes revising the authorized budget with which they have been entrusted through the preparation of a budget transfer to anticipate changes in spending and to eliminate a budget deficit, should one occur. This responsibility also includes the duty to insure that assigned funds are used to meet approved UNCSA goals and objectives. Changes in plans are inevitable; the *Budget Transfer Form* will enable you to redistribute authorized resources for your current year budget(s).

The *Budget Transfer Form* can be located at: http://www.uncsa.edu/formsprocedures/

STEPS 1-5 FOR COMPLETION OF A BUDGET TRANSFER FORM:

1. Identify if the transfer is *permanent* or *non-permanent.*

2. Identify which *type* of transaction is requested:

- Flex: Transfers between purpose codes and/or operating and labor.
- Non Flex: Transfers within purpose codes using either operating pools or labor accounts.

3. For each request identify the specific FUND and LABOR ACCOUNT or POOL, its description and the amount to be increased or decreased by providing the necessary information in the appropriate locations.

4. The originator of the form is to provide a detailed justification that will support the requested budget transfer and/or additional information since questions may arise at a later time as to why funds were reallocated. **This justification should be as specific as possible and originators should take into consideration that the justification provided should be useful not just for the originator and approver, but also for any user, internal or external, that may review this transaction.**

5. Originator should "sign" via electronic signature and date the form in the space provided. The Originator should be the designated UNCSA Department Manager who has authority and responsibility for the effected fund(s) by his or her supervisor.

If the requested transfer has been identified as a **Flex Transfer** the Originator should then submit the completed transfer request to their department's assigned supervising office per the UNC Policy Manual Chapter 600.3.1.g*: Office of Academic Affairs or the office of the Chief Operating Officer.

**Chancellors/Executive Director may delegate the authority for approving departmental plans for expenditures authorized under budget flexibility, but may not delegate the authority below the level of the appropriate Vice Chancellor.*

THE APPROVAL PROCESS:

The completed detailed request for a Budget Transfer should be emailed, as an attachment, to the budget office at **BudgetOfficeForms@uncsa.edu. The Budget Office will return any transfers for incorrect or missing information.**

TERMS:

Budget Transfer

A reallocation of authorized budget for anticipated receipts and/or planned expenses.

Lapsed Salary

Lapsed salary is the dollar amount not expended for salary and associated benefits during the period in which a position is vacant.

Salary Reserve

Salary reserve is the dollar amount created when a position is downgraded or filled at a salary amount less than the amount at which it was previously budgeted (exclusive of hiring rate).

Fund, Account, and Pool

Fund, Account, and Pool are terms used in BANNER to identify management responsibility units and have been organized by UNCSA in a hierarchical structure to facilitate consolidated reporting in accordance with standardized purposes or programs.

Account

UNCSA Department Managers are responsible for insuring that the appropriate Account numbering is used in preparing documents such as requests for Budget Transfers, requisitions, requests for travel authorization, etc. Account is the term used in BANNER to indicate what UNC system defines as standardized revenue and expenditure classifications; this is a five digit field in the BANNER Data Base.

The Chart of Accounts and other BANNER information are found at:
http://www.uncsa.edu/administration/BannerFinance.htm