



# BUDGET TRANSFER

Journal Type <b>B</b>	Finance Approval
Journal Set Number	Date Entered
Journal Transaction Number	Entered By
Period End	BOE Approval

Prepared By \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Approval \_\_\_\_\_

LOCATION (School / Building / Dept)	BUDGET CODE		CURRENT REMAINING BUDGET \$\$	DR	CR
	KEY	OBJECT		(Increase Budget) ( + )	(Decrease Budget) ( - )
TOTAL					

**DESCRIPTION:**  
(Reason for request)

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## **Budget Adjustment Form**

The purpose of this form is:

1. To transfer budgeted money in between accounts.

The following fields are required:

**Prepared By:** Enter the name of the person preparing the budget adjustment form.

**Date:** Enter the date the budget adjustment form is prepared

**Supervisor Approval:** Form will need to be signed off on the adjustment request by an appropriate person responsible for the budget codes

1. Name of preparer and approver cannot be the same.
2. If the preparer is at one school/department but the adjustment form affects another school/department, both schools/departments will need to sign off on the form.

**Location:**

Schools: Enter your building number or name.

Departments: Enter your department number or name.

**Budget Code:**

Key: Enter the account key.

Object: Enter the account object.

**Current Remaining Budget:** Enter the remaining budget per account key and object as of the day the budget adjustment form is prepared.

**DR:** Enter the amount you request to transfer money **to** this respective account key and object.

**Note:** If you are increasing the expense budget for a particular account key and object, you will enter your amount in this column.

**CR:** Enter the amount you request to transfer money **from** this respective account key and object.

**Note:** If you are decreasing the expense budget for a particular account key and object, you will enter your amount in this column.

**Description:** Type a brief description stating the purpose of the budget adjustment request.

**Budget transfer requests across funds (i.e. transferring funds from 110 to 450, etc.) will require Board of Education approval. Requests will be submitted on the next pending meeting agenda.**

**Scenario 1:** On your P-Card log, you coded a purchase from ABC Company to account 11012345-64100. In review of your budget vs. actual report you noticed this transaction was posted to account 11012345-63910. Which form should be used to correct this account posting?

General Ledger Adjustment Form

**Scenario 2:** School A is sponsoring a professional development seminar. Cost is \$50 per person. School B will send two teachers to this seminar. School B needs to incur \$100 in professional development expense and School A needs to recognize \$100 in professional development fees. Which form should be used to charge the registration expense to School B?

General Ledger Adjustment Form: Both School A and B will need to sign off on the form

**Scenario 3:** In review of your budget vs. actual report you noticed your supplies account (11012345-64100) is over budget by \$500. The details of this account show that all the transactions **are correctly** posted to supplies. On your budget vs. actual report you noticed that the other purchased services account (11012345-63910) is \$3,000 under budget. Which form should be used to correct the \$500 over budget line item?

Budget Transfer Form

**Scenario 4:** Your other purchased services account (11012345-63910) has a remaining budget of \$10,000. In review of your expected expenditures you anticipate that \$5,000 of this amount can be reallocated based on current needs. A professional development course has been made available but you need to fund your substitutes and related payroll tax accounts (11012345-61210, 11012345-62310, 11012345-62320) because that budget has been spent. You estimate a total of \$1,100 will be needed. Which form should be used to fund the substitutes and related payroll tax accounts?

Budget Transfer Form

**Scenario 5:** Building improvements for your school will cost \$5,000. You plan to fund the improvements by transferring funds based on your assessment of current needs from your supply account (11012345-64100) to the building improvement account (45012345-65310). Which form should be used?

Budget Transfer Form: This will be required to be presented to the Board of Education for approval since we are decreasing fund 110 and increasing fund 450.