

*UNIVERSITY GUIDEBOOK*

**Subject: Budget Transfers**

Responsible Officer: John L. Habat	Authorized by: David C. Sweet
Title: Vice President for Administration	Title: President
Approved: December 15, 2004	<b>EFFECTIVE: December 15, 2004</b>
	<b>Review Date: December 15, 2006</b>

**Policy:** The Board of Trustees will approve a policy for budget transfers between University accounts.

RESOLUTION NUMBER: YR 2005-

**Purpose:** Establish a policy to transfer budgeted funds.

**Parameter:**

- The Board of Trustees will approve an Operating Budget for each fiscal year prior to the beginning of that fiscal year (July 1). From time to time it will be necessary to transfer funds within and outside of the Operating Budget.

**Definitions:**

- **Auxiliary Funds** – funding for enterprises that exist to furnish goods or services to students, faculty, or staff, or incidentally to the general public. Auxiliary enterprises charge fees directly related to the cost of the goods or services (e.g., Kilcawley Center, Housing and Parking).
- **Budget Transfers** – budget reallocations that do not increase or decrease the overall level of approved expenditures.
- **Designated Funds** – unrestricted funds internally transferred by the Board from an operating budget for a specific purpose and available for expenditure in the current budget year and/or succeeding budget years.
- **General Funds** – current unrestricted funds primarily sourced from student tuition and fees and state of Ohio appropriations and expended for instruction, student services, institutional support, maintenance and operations, financial aid, etc.
- **Institution-wide Accounts** – University-wide accounts that are assigned to a unit or department for management that benefit the entire University.

- **Inter-fund Transfers** – budget transfers to and from accounts from different funds.
- **Operating Budget** – general and auxiliary funds representing the operating activities of the University for a given fiscal year. Excluded from the Operating Budget are Designated Funds, Plant and Capital Funds, Restricted Funds, Endowments and funds functioning as endowments.
- **Signature Authority** – permanent staff member who has been given spending authority for a specific account or accounts.

**Procedures:****1. Budget Transfers within Operating Budget Accounts**

The President has authority to transfer portions of the Operating Budget within the overall budget level established by the Board. Any such reallocation of \$250,000 or more will be reported as an information item at the next Finance and Facilities Committee meeting.

Signature authorities have authority to transfer operating funds within and among all accounts under their area(s) of responsibility, with the exception of: (1) from permanent salary and fringe benefit lines and (2) from Institution-wide Accounts. Transfers to permanent salary lines for the purpose of creating new positions require the approval of the Vice President for Administration or his/her designee.

**2. Inter-fund Transfers**

The following inter-fund transfers, including year-end transfers, will be reported to the Board and those of \$100,000 or more will be approved by the Board at its next scheduled meeting:

- A. From an operating budget account to a non-operating budget account.
- B. From a non-operating budget account to an operating budget account.
- C. From one designated fund to another designated fund.
- D. From one restricted or plant fund to another restricted or plant fund.
- E. All other transfers from one type of fund to another.

Inter-fund transfers approved as part of the Operating Budget Approval or Modification process, such as mandatory and non-mandatory transfers, will not be reported further.