



This policy and procedure addresses the required elements of the “Budget Transfer Documentation (Long Text)” section of an eBTA that is needed to process budget transfers/supplements in the Restricted Funds. This policy will result in:

- Greater transparency in the budgeting process.
- Improved compliance with agreements and regulations.

*Funds that are required to be in compliance with this policy are all funds **other than**: 10099, 10100, 10106, 10109, 10117, 10118, 10119, 10140, 10160, 10209, 10210, 10211, 10212, 10213, 10999. For unrestricted funds refer to the policy titled “Budget Transfer-Required Documentation/Long text (Unrestricted)”*

Required Documentation/Process

- 1) When creating a budget transfer the “Budget Transfer Documentation (Long Text)” portion of the transfer must be completed.

Be As Detailed as Possible in the Budget Transfer Documentation (Long Text) section and include a statement of compliance. Simple Descriptions Such As “To Move Budget From Supplies To Equipment” Will Result In A Rejected Budget Transfer

- 2) The “Budget Transfer Documentation (Long Text)” must contain the following elements:
 - a. Detailed description on why a budget transfer is needed.
 - b. A statement of compliance: (Example)
 - i. “This transfer is in compliance with:”



1. Grant agreement
2. College regulations
3. District regulations

**NOTE: The employee designated as the manager of the restricted fund is responsible for ensuring compliance with all applicable agreements and regulations. The statement of compliance indicates that the manger is certifying that the proposed budget transfer is legal and proper.*

Required Documentation/Process Example

Example 1

Community Services is having a very successful year and has more revenue than was planned at the time the original budget was established. To recognize this revenue and use it to establish an increased Contracts (562100) budget the department needs to supplement the budget.

Example of Incorrect “Budget Transfer Documentation (Long Text)”: Increase income (8000) and increase Contracts (562100) by \$10,000.

In the example above we can see that the department failed to meet the required elements of a “Budget Transfer Documentation (Long Text)” as the narrative does not explain in detail the need for the transfer or contain a statement of compliance.

Example of Correct “Budget Transfer Documentation (Long Text)”: The Community Services program has generated revenue above the original projections due to higher than expected participation in the Monarch Summer Camp program. This supplement is to recognize the additional revenue and increase the Contracts (562100) budget to allow for more classes to be offered. This transfer/supplement is in compliance with District and College regulations.

In the example above we can see the department met the required elements of a “Budget Transfer Documentation (Long Text)” as the narrative does explain in detail the need for the transfer or contains a statement of compliance.

Example 2

The Perkins grant needs to purchase tools for the automotive program that was outlined in their approved budget. Unfortunately during the development of the budget the department budgeted for the tools in Supplies (452100) when they are actually an Equipment (642300) expenditure. After discussing the issue with the federal program monitor and receiving written approval to adjust the budget for the oversight, the College budget now needs to be adjusted.

Example of Incorrect “Budget Transfer Documentation (Long Text)”: Transfer \$2,500 from Supplies (452100) to Equipment (642300).



In the example above we can see that the department failed to meet the required elements of a “Budget Transfer Documentation (Long Text)” as the narrative does not explain in detail the need for the transfer or contain a statement of compliance.

Example of Correct “Budget Transfer Documentation (Long Text)”: The Perkins grant has a line item to purchase tools for the automotive program. During the development of the budget the department believed that the tools would be a Supply (452100) expenditure but after consulting with Procurement the tools are actually an Equipment (642300) expenditure. This transfer will correct the budget to allow for the procurement of the tools as is outlined in the approved grant budget. This transfer is in compliance with the grant agreement.

In the example above we can see the department met the required elements of a “Budget Transfer Documentation (Long Text)” as the narrative does explain in detail the need for the transfer and contains a statement of compliance.

QUICK HINT: When creating an eBTA always assume that the person approving the transfer has no idea why the transfer/supplement is being initiated so be as descriptive as possible!!!

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