

BUDGET TRANSFER POLICY

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: CHIEF FINANCIAL OFFICER

RESPONSIBLE OFFICE: BUDGET OFFICE

EFFECTIVE DATE:

NEXT REVIEW DATE:

I. POLICY STATEMENT

Adjustments to the current-year budget should be processed in a timely manner so that the budget always represents a current estimate of revenues and a realistic plan for expenditures. Credit balances result when expenditures exceed the expenditure budget.

Credit balances are unacceptable and require immediate resolution. Failure to address credit balances may preclude further processing of expenditures, cause delay in purchasing, and affect carry forward privileges.

The [budget transfer authority matrices](#) (Schedules 1 and 2) describe permissible and non-permissible movement of budgeted funds among budgetary pools and minor object codes as well as the level of review and approval required.

II. ENTITIES AFFECTED

Budget Managers

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Policy	