

Budget Transfer/Revision Guidelines

Budget Transfers

- All budget transfers must include both revenue and expense account codes on the sending and receiving funds.
 - The same revenue transfer account code must be used on both sides of the entry to ensure proper classification and reporting.
 - Unless otherwise specified, a journal entry must be completed to move the associated cash after the budget transfer is processed.
 - When preparing a transfer, expense budgets must be distributed in the recipient fund based on the planned use of the funds.
 - Budgets should not be placed entirely in a general or placeholder account (e.g., supplies) solely to minimize the number of transfer lines.
 - Budget allocations should reasonably reflect the unit's operating plan.
 - All budget transfers must be net-zero and have no impact on the institution's overall budget authority.
 - When transferring salary allocation (811992), the receiving fund cannot have another source of funding paying salaries within it.
-

Budget Revisions

- Budget revisions are used to increase or decrease the total budget within a fund without a corresponding offset in another fund, thereby impacting overall institutional budget authority.
- Budget revisions that increase spending authority may only be processed when:
 - Revenue has been realized or is reasonably certain and identifiable, and
 - The funding source is allowable and appropriate for the proposed expenditures.
- When requesting a revision for new or additional revenue, units should:
 - Evaluate why the revenue was not included in the original budget, and
 - Consider whether it represents an ongoing activity that should be incorporated into future budget development.

Budget Transfer/Revision Guidelines

- If the amount is \$250,000 or greater, provide an accompanying email to sysbdgt@okstate.edu explaining the reason for the revision, why it was not included in the current year's budget cycle, and the source of funding.
- Intra-agency transfer and allocation account codes (e.g., 811970, 811992, 811993 and 811994) may not be used for budget revisions.
- When preparing a budget revision, expense budgets must be distributed in the recipient fund based on the planned use of the funds.
 - Budgets should not be placed entirely in a general or placeholder account (e.g., supplies) solely to minimize the number of transfer lines.
 - Budget allocations should reasonably reflect the unit's operating plan.