AC Transit Reg. No. 313

ADMINISTRATIVE REGULATION

Category: FINANCIAL MATTERS

BUDGET, OPERATING TRANSFERS

I. PURPOSE

The District's budget establishes operating and capital expenditure limits and corresponding revenue projections for the period from July 1 through June 30 of each year. During the year, the actual cost of operations may vary from the amounts budgeted for those purposes. This Administrative Regulation sets forth parameters for the transfer of funds within and between expense categories during the year.

II. PARAMETERS FOR TRANSFERRING OF FUNDS

- Funds may not be transferred between the operating and the capital budget.
- Except as provided herein, Assistant General Manager's may transfer budgeted amounts between reporting departments.
- Except as provided herein, amounts budgeted in any expense category may be used to cover any expense within that category.
- Except as provided herein, no more than 10% of the amount budgeted in any expense category may be transferred to another expense category.
- Upon prior approval by the General Manager, amounts budgeted for salaries in excess of salary requirements may be used to offset temporary help expenses. (Funds will not be transferred)

Adopted: 11/92

Amendment(s): ___________
III. PROCESSES

The attached Operating Expense Transfer Form shall be used by Departments for the transfer of budgeted amounts.

FORM DESCRIPTION: (1-11 Department Fill Out)

1. Date Submitted Current Date.
2. Department Name of Department requesting transfer.
3. Organization Code Department organization code (org code).
4. AGM Assistant General Manager's signature is required.
5. Department Manager(s) Department Manager's signature is required. If funds are being transferred between Departments, each Department Manager's signature is required.
6. Transfer From:
   Organization Code The org code of the line item expense.
   Account Code The account code of the line item expense as listed in the Account Index.
   Description Description of line item expense.
   Annual Budget Current year annual budget of line item expense.
   YTD Expenses Amount expensed year to date from line item expense account (from most recent variance report).
7. Transfer To:
   Organization Code The org code of the line item expense.
   Account Code The account code of the line item expense as listed in the Account Index.
   Description Description of line item expense.
<table>
<thead>
<tr>
<th><strong>Annual Budget</strong></th>
<th>Current year annual budget of line item expense.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YTD Expenses</strong></td>
<td>Amount expensed year to date from line item expense account (from most recent variance report).</td>
</tr>
<tr>
<td><strong>8. Explanation - Transfer from</strong></td>
<td>Explanation as to why budgeted amount is no longer needed in this account, i.e. how will a year end deficit be avoided if budgeted amount is reduced.</td>
</tr>
<tr>
<td><strong>9. Explanation - Transfer to</strong></td>
<td>Explanation as to how or for what the transferred amount transferred will be spent.</td>
</tr>
<tr>
<td><strong>10. Preparer</strong></td>
<td>Name of employee who completed form.</td>
</tr>
<tr>
<td><strong>11. Budget Supervisor</strong></td>
<td>Budget Supervisor’s signature is required.</td>
</tr>
<tr>
<td><strong>12. Manager, Budget, Grants, and Contracts</strong></td>
<td>Manager, Budget, Grants and Contracts’s signature is required.</td>
</tr>
<tr>
<td><strong>13. Chief Financial Officer</strong></td>
<td>Chief Financial Officer’s signature is required.</td>
</tr>
<tr>
<td><strong>14. General Manager</strong></td>
<td>General Manager’s signature is required if transfer is in excess of $10,000.</td>
</tr>
</tbody>
</table>
ALAMEDA - CONTRA
A TRANSIT DISTRICT
DEPARTMENTAL
OPERATING BUDGET TRANSFER FORM

FISCAL YEAR: ____________________________

DATE SUBMITTED: ____________________________

DEPARTMENT: ____________________________

ORG. CODE: ____________________________

AGM: ____________________________

DEPT. MANAGER: ____________________________

DEPARTMENT APPROVAL: ____________________________

ORG. CODE: ____________________________

BUDGET DEPARTMENT: ____________________________

CHIEF FINANCIAL OFFICER: ____________________________

GENERAL MANAGER: ____________________________

(over $10,000)

TRANSFER FROM:

ORG. ACCOUNT LINE ITEM TO BE REDUCED ANNUAL
CODE CODE BUDGET

ORG. ACCOUNT LINE ITEM TO BE INCREASED AMOUNT ANNUAL BUDGET
CODE CODE

TOTAL

TRANSFER TO:

JUSTIFICATION FOR ITEM REDUCTION (WITHOUT A RESULTING DEFICIT): ____________________________________________________________

JUSTIFICATION FOR INCREASE (HOW FUNDS WILL BE SPENT): ________________________________________________________________

REQUESTING DEPARTMENT MANAGER: ____________________________ RECEIVING DEPARTMENT MANAGER: ____________________________

* Transfers cannot be made between capital projects without prior Board approval per fiscal policies.