

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)

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 expended 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.

BUDGET, OPERATING TRANSFERS

	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).
8.	Explanation - Transfer from	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.
9.	Explanation - Transfer to	Explanation as to how or for what the transferred amount transferred will be spent.
10.	Preparer	Name of employee who completed form.
11.	Budget Supervisor	Budget Supervisor's signature is required.
12.	Manager, Budget, Grants, and Contracts	Manager, Budget, Grants and Contracts's signature is required.
13.	Chief Financial Officer	Chief Financial Officer's signature is required.
14.	General Manager	General Manager's signature is required if transfer is in excess of \$10,000.

BUDGET, OPERATING TRANSFERS

**ALAMEDA - CONTRA A TRANSIT DISTRICT
DEPARTMENTAL
OPERATING BUDGET TRANSFER FORM***

FISCAL YEAR: _____

DATE SUBMITTED: _____

DEPARTMENT: _____

ORG. CODE: _____

AGM: _____

DEPT. MANAGER: _____

RECLASS ADJUSTMENT

PREPARED BY: _____

APPROVAL/DATE: _____

BUDGET DEPARTMENT: _____

CHIEF FINANCIAL OFFICER: _____

(up to \$10,000)

GENERAL MANAGER: _____

(over \$10,000)

TRANSFER FROM: _____

TRANSFER TO: _____

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

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.