
Alameda-Contra Costa Transit District

Administrative Regulation No. 320A:

Budget Transfers

Issuing Officer: General Manager

Date of Adoption: 11/1992

Most Recent Amendment: 9/28/2022

See Also: None

Subject Category: Section 300 - Finance

Subsection: Operating Budget, Reserves, Revenue and Capital

Control Department(s): Finance

I. PURPOSE

The District's budget establishes operating 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 amount budgeted for those purposes. This Administrative Regulation sets forth parameters for all budgetary transfers within and between various expense categories during the year.

II. PERSONS AFFECTED

All District employees, officers, and the Board of Directors.

III. DEFINITIONS

"Budget Transfer" means an action to re-align budget amounts by moving budget to where there are identified deficiencies from where funds can be made available.

"Approvers" means and includes the General Manager and Executives.

"Budget" means an employee of the Budget Department.

"Transfer To: Approver Name" means the name of the Executive approving on behalf of the department with deficient funds.

"Transfer From: Approver Name" means the name of the Executive approving on behalf of the department with available funds.

"Budget balance" means the pre-transfer budget amount for the department and account number specified in the budget transfer information.

"Description of need and availability" means the applicability of the transfer, specifically, why the transfer is needed (i.e. why budget is deficient), and why the transfer funds are available (i.e. why change in original intended use of funds).

IV. REGULATION**A. Budget Transfer – Procedure to Document Need and Availability of Funds**

1. Department Executive, Director or Manager will identify the need and availability of funds to proceed with a budget transfer
2. Department Executive, Director or Manager will identify the transfer amount
3. Budget will facilitate approvals via email as specified below

B. Budget Transfer – Procedure to Document Approvals Via Email

1. Department Executive, Director or Manager will use attached example table (to be pasted in email) to send requests to Budget*
* Budget Manager must be included for transfers over \$1,000
2. Subject line of email must include the following words: Budget Transfer Approval (name of approver); [Amount]
3. Body of email must include the following:
 - a. Transfer amount
 - b. “Transfer To: Approver Name”, Department (code number and name), Account (account number and name) and budget balance before transfer
 - c. “Transfer From: Approver Name”, Department (code number and name), Account (account number and name) and budget balance before transfer
 - d. Description of need and availability of funds to be transferred
4. Seven Email Chain Events listed below:
 - a. “Transfer To” Department Director or Manager - initiates need for budget transfer
 - b. Budget assists with identifying available “Transfer From” funds
 - c. “Transfer To” Department Executive reviews (approve/deny)
 - d. “Transfer From” Department Executive reviews (approve/deny)
 - e. Budget facilitates description of need and availability of funds and documentation of approvals via email
 - f. Chief Financial Officer (approve/deny)
 - g. General Manager* (approve/deny)
* General Manager approval optional for transfers less than \$10,000.

An example of how approvals will be documented in the body of an email is shown below:

<u>Transfer Amount</u>	<u>Transfer From Approver Department Account Budget Balance Before Transfer</u>	<u>Transfer To Approver Department Account Budget Balance Before Transfer</u>	<u>Description</u>
\$50,000	Richard Oslund 6999-Overhead 50474-Safety and Medical Supplies \$500,000	Lynette Little 4332-Drug and Alcohol Testing 40341-Temp Help Additional \$0	Additional temp assistance needed for drug and alcohol unit.

V. RESPONSIBILITIES

- A. Initiation of the budget transfer process must include required information to justify the need and to verify availability of funds.
- B. Department Executives, Directors and Managers are responsible for identifying the need for the budget transfer.
- C. Budget Manager and Budget Department employees are responsible for ensuring the information being routed via email is accurate and complete.
- D. Budget Manager and Budget Department employees are responsible for communicating to Department Executives, Directors and Managers regarding the status of budget changes.
- E. Budget Department Responsibilities:
 - 1. Confirm availability of funds to be transferred;
 - 2. Ensure all information is available for the approvers to review;
 - 3. Facilitate completion of the email routing chain of approvals;
 - 4. Document routing of approvals; and
 - 5. Transfer budget amount and notify Department Executives, Directors and Managers of availability of transferred funds.
- F. The General Manager/Chief Executive Officer is responsible for reviewing and approving or denying all budget transfers over \$10,000.

VI. ATTACHMENTS

None.

Questions concerning this Administrative Regulation should be referred to the General Counsel and the Control Department listed at the top of this document.

Approved by:



Michael A. Hursh, General Manager
Alameda-Contra Costa Transit District