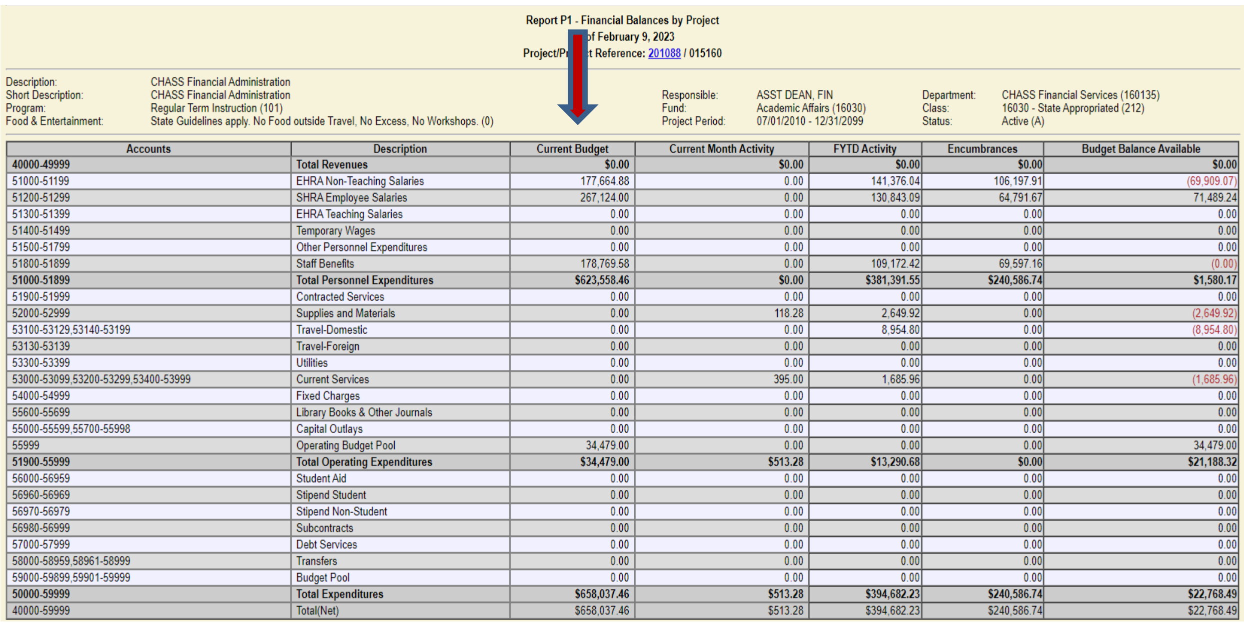
Process:	Budget Transfer Process		
Contact:	Humanities and Social Sciences Financial Services	**Last Revision Date:**	March 2025

Introduction:

Budget revisions are used to <u>transfer budget to another unit or college</u>, or adjust budget amounts by account number, on a state project (201xxx), F&A project (251xxx or 257xxx), or ETF project (361XXX) on a continuing or one-time basis. Budget Revisions must follow the policies and guidelines of the University. Budget amounts are reflected in the Wolfpack Reporting System (WRS) P1 report in the "*Current Budget*" column. .



Report P1 - Financial Balances by Project
f February 9, 2023
Project/Pr t Reference: 201088 / 015160

Description:	CHASS Financial Administration				
Short Description:	CHASS Financial Administration	Responsible:	ASST DEAN, FIN	Department:	CHASS Financial Services (160135)
Program:	Regular Term Instruction (101)	Fund:	Academic Affairs (16030)	Class:	16030 - State Appropriated (212)
Food & Entertainment:	State Guidelines apply. No Food outside Travel, No Excess, No Workshops. (0)	Project Period:	07/01/2010 - 12/31/2099	Status:	Active (A)

Accounts	Description	Current Budget	Current Month Activity	FYTD Activity	Encumbrances	Budget Balance Available
40000-49999	**Total Revenues**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
51000-51199	EHRA Non-Teaching Salaries	177,664.88	0.00	141,376.04	106,197.91	(69,909.07)
51200-51299	SHRA Employee Salaries	267,124.00	0.00	130,843.09	64,791.67	71,489.24
51300-51399	EHRA Teaching Salaries	0.00	0.00	0.00	0.00	0.00
51400-51499	Temporary Wages	0.00	0.00	0.00	0.00	0.00
51500-51799	Other Personnel Expenditures	0.00	0.00	0.00	0.00	0.00
51800-51899	Staff Benefits	178,769.58	0.00	109,172.42	69,597.16	(0.00)
51000-51899	**Total Personnel Expenditures**	**$623,558.46**	**$0.00**	**$381,391.55**	**$240,586.74**	**$1,580.17**
51900-51999	Contracted Services	0.00	0.00	0.00	0.00	0.00
52000-52999	Supplies and Materials	0.00	118.28	2,649.92	0.00	(2,649.92)
53100-53129,53140-53199	Travel-Domestic	0.00	0.00	8,954.80	0.00	(8,954.80)
53130-53139	Travel-Foreign	0.00	0.00	0.00	0.00	0.00
53300-53399	Utilities	0.00	0.00	0.00	0.00	0.00
53000-53099,53200-53299,53400-53999	Current Services	0.00	395.00	1,685.96	0.00	(1,685.96)
54000-54999	Fixed Charges	0.00	0.00	0.00	0.00	0.00
55600-55699	Library Books & Other Journals	0.00	0.00	0.00	0.00	0.00
55000-55599,55700-55998	Capital Outlays	0.00	0.00	0.00	0.00	0.00
55999	Operating Budget Pool	34,479.00	0.00	0.00	0.00	34,479.00
51900-55999	**Total Operating Expenditures**	**$34,479.00**	**$513.28**	**$13,290.68**	**$0.00**	**$21,188.32**
56000-56959	Student Aid	0.00	0.00	0.00	0.00	0.00
56960-56969	Stipend Student	0.00	0.00	0.00	0.00	0.00
56970-56979	Stipend Non-Student	0.00	0.00	0.00	0.00	0.00
56980-56999	Subcontracts	0.00	0.00	0.00	0.00	0.00
57000-57999	Debt Services	0.00	0.00	0.00	0.00	0.00
58000-58959,58961-58999	Transfers	0.00	0.00	0.00	0.00	0.00
59000-59899,59901-59999	Budget Pool	0.00	0.00	0.00	0.00	0.00
50000-59999	**Total Expenditures**	**$658,037.46**	**$513.28**	**$394,682.23**	**$240,586.74**	**$22,768.49**
40000-59999	Total(Net)	$658,037.46	$513.28	$394,682.23	$240,586.74	$22,768.49

General Information:

Budgets are allocated to specific accounts, which categorize the anticipated use of the funding. Generally, budget can be moved among the accounts as needed to ensure sufficient budget to support anticipated correlated expenses, on a one-time basis for the current fiscal year. Adjusting budgets among the accounts on a more permanent, continuing basis requires a detailed justification for the change to ensure compliance with state budgeting guidelines.

The Office of Financial Services monitors budget levels for each project and adjusts budgets periodically to ensure sufficient budget levels for projected expense levels, by account. These adjustments are processed on a one-time basis; if more permanent adjustments are deemed necessary, consultation with the unit leader will occur to ensure the change supports future plans for the unit. Each quarter, all project line deficits will be resolved to assist with generation of university financial reports.

To transfer funds to another unit, the BSC/Liaison completes an OFS Budget Revision Request form.

Completing the online Budget Revision form:

1. Access the Liaison Resources section of the Office of Financial Services website.
2. Select the Budget Allocation Request Form
    a. Indicate the department providing the funds, by name and OUC
    b. Briefly explain the reason for the transfer
    c. Provide the project from which the funds are being provided
    d. Provide the amount being transferred.
    e. Indicate whether the transfer is for one-time allocation or a permanent allocation.
    f. Indicate the department expecting the funds, by name and OUC
    g. Provide the project to which the funds are being transferred; a project number is required to process the transfer.
    h. If multiple transfers are being requested, the information can be provided on a spreadsheet or word document and uploaded to the form.
    i. Provide any additional instructions you desire in the comment box.
    j. Click the "submit" button

3. Submitted budget revisions route to the Office of Financial Services for review.
4. When the submitted budget revision request is approved, the unit spending plan is updated to reflect the pending entry and the BSC/Liaison is notified via email.