



Superintendent's Circular

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Version 01

BUDGET TRANSFERS

This Circular will remain in effect unless rescinded or superseded by a subsequent version.

Please use the online reference document [Budget Transfers](#) as your guide to initiating online budget transfer requests.

INTRODUCTION

Each year, departments review their budgets and allocate money for various goods and services for the next fiscal year. Funds are allocated to budget lines reflective of their intended use. As needs change, departments often want to reallocate money between budget lines. This can be accomplished through a **budget transfer**. Budget transfers are the mechanism by which available budgeted resources are moved from one budget line item to another in the Boston Public Schools financial system (PeopleSoft).

All budget transfer requests are entered directly into the PeopleSoft financial system by authorized users (principals, heads of school, responsibility center managers, or their designees). The Budget Office no longer accepts paper transfer forms. A detailed "job aid" follows on how an online budget transfer request is initiated.

The on-line budget transfer request process involves 6 basic components:

- 1) Navigate to the transfer “form” (budget journal) in PeopleSoft.
- 2) Enter data (explanation, budget codes, dollars, and/or FTEs).
- 3) Complete a budget error check.
- 4) Save the completed transfer.
- 5) Send to the Budget Office for approval.
- 6) Track the progress of your transfer online.

INCREMENTAL APPROACH

Budget transfers employ an “incremental” approach, meaning that if dollars are being moved *from* a particular line item, a *negative* dollar value will be associated with that line item. Conversely, if resources are being moved *to* a line item, the dollar value in the amount column will be a *positive* figure. *Budget transfers must sum to \$0.* For example, if a principal wished to move \$3,000.00 from a contracts line item to a stipends line item, the transfer lines might look like this:

Account	Fund	RC	Program	Subclass	Amount
52907 Contracted Services	100 General Fund	101203 Adams School	2112 Elem Ed.	0000	- \$3,000.00
51202 Prof. OT/ Stipends	100 General Fund	101203 Adams School	2014 Grade 4	0000	\$3,000.00

Budget transfers involving additions, deletions, or changes to full-time equivalent (FTE) positions also follow an incremental approach. Therefore, a negative FTE would be associated with the reduction or deletion of a position, and a positive FTE with the creation or increase of a position. For example, if I wished to reduce a position from a 0.8 FTE to a 0.6 FTE, I would type -0.2 in the FTE column ("statistic amount" in the budget journal) for that budget line. If I wished to delete that position entirely, I would have put -0.8 in the FTE column. If I had wished to increase the position to 1.0 FTE, I would have typed 0.2 in the FTE column. Whenever a budget transfer involves a position, the position number should be identified in the "reference" field in the budget transfer. If requesting a new position, leave the reference field blank, to be filled in by the Budget Office when the new position is created.

REQUIREMENTS & RESTRICTIONS

1. The authorizer requesting the transfer must have [BAIS FN access](#).
2. No Responsibility Center will be allowed to transfer funds arising from staff vacancies. These "lag funds" make up the Boston Public Schools contingency fund and will be reallocated at the sole discretion of the superintendent. Exceptions to this policy will only be made upon *written* request and *written* approval by the chief financial officer.
3. Funds should not be transferred out of personnel accounts (starting with 51__) or substitute accounts. Under normal circumstances, adjustments to budget line items associated with positions will be rare and must be explicitly approved

by the Office of Human Capital prior to the budget transfer request being approved.

4. Budget transfer requests that lack sufficient explanatory detail in the "Long Description" text box on the budget journal header will not be approved.
5. In concert with the annual requisition deadline, budget transfers for any fiscal year will not be processed after the April requisition deadline of that fiscal year. The only exception to this policy may be transfers for grants which extend beyond June 30.
6. Transfer requests which exceed the "available amount" left in a particular line will not be processed (in other words, you cannot transfer funds which you have already spent!).
7. Line-item budget transfers can only take place within a funding source (i.e., General Fund to General Fund or Title 1 to Title 1), but not between the General Fund and a grant, nor between two separate grants.
8. Title I EL funds (programs that begin with 24__) cannot be transferred to another program, as this funding can only be used for ELLs. Likewise, partnership funds (program 2536), and parent support services funds (Fund 200 program 2515) should not be moved to another program. Homeless services funds (program 2533) should be kept in the same code where possible but are not fully restricted.
9. Authority to request budget transfers is reserved to principals, heads of school, and RC managers, unless and until they explicitly delegate that authority to a designee in writing to the chief financial officer or the budget director.

10. While the on-line budget transfer protocol has made the execution of budget transfers simple and efficient, there is no substitute for thoughtful, forward-looking resource planning. The Budget Office is glad to assist with such planning.

PLEASE USE THE ONLINE REFERENCE DOCUMENT [BUDGET TRANSFERS](#) AS YOUR GUIDE TO INITIATING ONLINE BUDGET TRANSFER REQUESTS.

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