

HOW DO I....?

Budget Transfers

Budget Transfers

- The Budget Transfers process allows unencumbered funds to be transferred
 - From one object code to another
 - From one executive office to another
 - From one Cost Center to another
- Budget transfers may be either temporary or permanent
 - Temporary affects the present fiscal year only
 - Permanent affects subsequent fiscal years as well

Budget Transfers

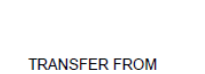
<div>COLUMBUS STATE <small>COMMUNITY COLLEGE</small></div>				<h2>Budget Transfer</h2> <p><small>Financial Accounting and Reporting & Office of Budget and Financial Planning</small></p>																						
		Fiscal Year:	<input type="text"/>																							
		Date:	<input type="text"/>																							
		Type:	<select style="width: 100%;" type="text"></select>																							
TRANSFER FROM Executive Office: <input style="width: 100%;" type="text"/> Cost Center Name: <input style="width: 100%;" type="text"/>			TRANSFER TO Executive Office: <input style="width: 100%;" type="text"/> Cost Center Name: <input style="width: 100%;" type="text"/>																							
Cost Center Name	Object Code Description	GL Account	Project ID	Amount to Decrease	Notes																					
Transfer Total:				\$ 0.00																						
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Justification: <i>(Transfer will not be processed without justification)</i>																										
Approvals for Budget Transfer																										
Initiated By:		Chair/Supervisor: (accounts within same CC)																								
Dean/Director:		Cabinet Member: (Between cost centers in the same Executive Office, including payroll accounts)																								
<div style="float: right; width: 50%;"> Notes: (If transfer involves positions, please add slot and PCN information) </div> <div style="clear: both;"></div> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ <ol style="list-style-type: none"> 6. _____ 7. _____ 8. _____ 9. _____ 10. _____ <div style="clear: both;"></div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Category</th> <th style="width: 25%;">Object Code</th> <th style="width: 50%;">% / Rate</th> </tr> </thead> <tbody> <tr> <td>Glp. Insurance</td> <td>50200</td> <td>\$8,293 per ft headcount</td> </tr> <tr> <td>Retirement</td> <td>50010</td> <td>14.00%</td> </tr> <tr> <td>Medicare</td> <td>50320</td> <td>1.50%</td> </tr> <tr> <td>Unemployment</td> <td>50330</td> <td>0.40%</td> </tr> <tr> <td>Workers Comp</td> <td>50340</td> <td>0.28%</td> </tr> <tr> <td align="right" colspan="2"></td> <td>16.18%</td> </tr> </tbody> </table> <div style="position: absolute; bottom: -30px; right: -30px; color: #ccc; font-size: xx-small;">Revised: 02/2016</div>						Category	Object Code	% / Rate	Glp. Insurance	50200	\$8,293 per ft headcount	Retirement	50010	14.00%	Medicare	50320	1.50%	Unemployment	50330	0.40%	Workers Comp	50340	0.28%			16.18%
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<http://intranet.csc.c.edu/forms/Budget%20Transfer.pdf>

Budget Transfers

1. Standard Information

1. Current Fiscal Year
2. Today's Date
3. Temporary or Permanent



COLUMBUS STATE
COMMUNITY COLLEGE

Budget Transfer

Financial Accounting and Reporting & Office of Budget and Financial Planning

1. Fiscal Year:

Date:

Type:

TRANSFER FROM

Executive Office:

Cost Center Name:

TRANSFER TO

Executive Office:

Cost Center Name:

Cost Center Name	Object Code Description	GL Account	Project ID	Amount to Decrease	Notes

Cost Center Name	Object Code Description	GL Account	Project ID	Amount to Increase	Notes

Year:

Date:

Type:

Total:

Executive Office
(Between cost centers
in the same Executive
Office, including payroll
accounts)

Grp. Insurance	50200	\$8,293 per ft headcount
Retirement	50010	14.00%
Medicare	50320	1.50%
Unemployment	50330	0.40%
Workers Comp	50340	0.28%
		<u>16.18%</u>

Clear Form

Submit

Revised: 02/2016

<http://intranet.csc.c.edu/forms/Budget%20Transfer.pdf>

Budget Transfers

1. Standard Information

1. Current Fiscal Year
2. Today's Date
3. Temporary or Permanent

2. Transfer from:

1. Executive Office
2. Cost Center Name

3. Transfer to:

1. Executive Office
2. Cost Center Name

COLUMBUS STATE
COMMUNITY COLLEGE

Budget Transfer
Financial Accounting and Reporting & Office of Budget and Financial Planning

Fiscal Year: FY19
Date: 4/20/2019
Type: Temporary

2. **TRANSFER FROM**
Executive Office:
Cost Center Name:

3. **TRANSFER TO**
Executive Office:
Cost Center Name:

Cost Center Name	Object Code Description	GL Account	Project ID	Amount to Decrease	No.	Cost Center Name	Object Code Description	GL Account	Project ID	Amount to Increase	Notes
TRANSFER FROM											
Executive Office: <input type="text" value="EMSS"/>											
Cost Center Name: <input type="text" value="Counseling Services"/>											
TRANSFER TO											
Executive Office: <input type="text" value="EMSS"/>											
Cost Center Name: <input type="text" value="Counseling Services"/>											
1. <input type="text"/>											
2. <input type="text"/>											
3. <input type="text"/>											
4. <input type="text"/>											
5. <input type="text"/>											
6. <input type="text"/>											
7. <input type="text"/>											
8. <input type="text"/>											
9. <input type="text"/>											
10. <input type="text"/>											

Justification:
(Transfer will not be processed without justification)

Approvals for Budget Transfer

Initiated By: Chair/Supervisor:
(accounts within same CC)

Dean/Director: Cabinet Member:
(Between cost centers in the same Executive Office, including payroll accounts)

Category	Object Code	% / Rate
Grp. Insurance	50200	\$8,293 per ft headcount
Retirement	50010	14.00%
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		16.18%

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Budget Transfers

5. Transfer From:

- A. Cost Center Name
- B. Object Code Description
- C. GL Account
- D. \$ to Transfer
- E. Notes – Insert # and detail below

TRANSFER FROM

Executive Office: **EMSS**

Cost Center Name: **Counseling Services**

Cost Center Name	Object Code Description	GL Account	Project ID	Amount to Decrease	Notes
Counseling Services	Local Meetings	10-10-11-40070-55140		\$ 13.10	E.
A.	B.	C.		D.	
Transfer Total:				\$ 13.10	

Notes: (If transfer involves positions, please add slot and PCN information)

1. <input type="text"/>	6. <input style="color: red;" type="text" value="E."/>
2. <input type="text"/>	7. <input type="text"/>
3. <input type="text"/>	8. <input type="text"/>
4. <input type="text"/>	9. <input type="text"/>
5. <input type="text"/>	10. <input type="text"/>

<http://intranet.csc.edu/forms/Budget%20Transfer.pdf>

Budget Transfers

6. Transfer To:

- A. Cost Center Name
- B. Object Code Description
- C. GL Account
- D. \$ to Transfer
- E. Notes – Insert # and detail below

[illegible]

<http://intranet.csc.c.edu/forms/Budget%20Transfer.pdf>

Budget Transfers

7. NOTE: Transfers must balance!!

COLUMBUS STATE
COMMUNITY COLLEGE

Budget Transfer
Financial Accounting and Reporting & Office of Budget and Financial Planning

Fiscal Year: 2018
 Date: 05/22/2018
 Type: Temporary

TRANSFER FROM

Executive Office: EMSS

Cost Center Name: Counseling Services

TRANSFER TO

Executive Office: EMSS

Cost Center Name: Counseling Services

Cost Center Name	Object Code Description	GL Account	Project ID	Amount to Decrease	Notes
Counseling Services	Local Meetings	10-10-11-40070-55140		\$ 13.10	
Transfer Total:				\$ 13.10	

Cost Center Name	Object Code Description	GL Account	Project ID	Amount to Increase	Notes
Counseling Services	Printing & Binding	10-10-11-40070-59020		\$ 13.10	
Transfer Total:				\$ 13.10	

Justification:
(Transfer will not be processed without justification)

Thank you cards for Delaware MHF

Approvals for Budget Transfer

Initiated By: Victoria Rehr
Digitally signed by Victoria Rehr
 DN: cn=Victoria Rehr, o=Columbus State
 Community College, ou=Accounting
 Services, email=vreh@cscc.edu, c=US
 Date: 2018.05.22 16:01:19 -0400

Chair/Supervisor:
(accounts within same CC)

Ameena Kemavor, Ph.D., L.P.C.C.-S.
Digitally signed by Ameena Kemavor, Ph.D.,
 L.P.C.C.-S.
 DN: cn=Ameena Kemavor, Ph.D., L.P.C.C.-S.,
 o=Columbus State Community College,
 ou=Director, Counseling Services,
 email=akemavor@cscc.edu, c=US
 Date: 2018.05.22 16:07:22 -0400

Dean/Director:

Cabinet Member:
Executive Office
 (Between cost centers
 in the same Executive
 Office, including payroll
 accounts)

Notes: (If transfer involves positions, please add slot and PCN information)

1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

Category	Object Code	% / Rate
Grp. Insurance	50200	\$8,293 per ft headcount
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Submit

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Budget Transfers

8. Justification – include as much detail as possible

[illegible]

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Budget Transfers

9. Approvals –
Initiator
Chair/Supervisor
Dean/Director
Cabinet Member

**COLUMBUS STATE
COMMUNITY COLLEGE**

Budget Transfer

TRANSFER FROM
Executive Office: **EMSS**
Cost Center Name: **Counseling S**

Cost Center Name	Object Code Description	GL Account
Counseling Services	Local Meetings	10-10-11-40070

Approvals for Budget Transfer

Initiated By:
Victoria Rehr
Digitally signed by Victoria Rehr
DN: cn=Victoria Rehr, o=Columbus State
Community College, ou=Counseling
Services, email=vrehr@csc.edu, c=US
Date: 2016.05.22 09:03:19 -0400

Chair/Supervisor:
(accounts within same CC)

Dean/Director:
Ameena Kemavor, Ph.D., L.P.C.C.-S
Digitally signed by Ameena Kemavor, Ph.D.,
L.P.C.C.-S
DN: cn=Ameena Kemavor, Ph.D., L.P.C.C.-S,
o=Columbus State Community College,
ou=Director, Counseling Services,
email=akemavor@csc.edu, c=US
Date: 2016.05.22 09:07:23 -0400

Cabinet Member:
Executive Office
(Between cost centers
in the same Executive
Office, including payroll
accounts)

Transfer Total: \$ 13.10

Justification:
(Transfer will not be processed without justification)
Thank you cards for Delaware MHF

9. **Approvals for Budget Transfer**

Initiated By:
Victoria Rehr
Digitally signed by Victoria Rehr
DN: cn=Victoria Rehr, o=Columbus State
Community College, ou=Counseling
Services, email=vrehr@csc.edu, c=US
Date: 2016.05.22 09:03:19 -0400

Chair/Supervisor:
(accounts within same CC)

Dean/Director:
Ameena Kemavor, Ph.D., L.P.C.C.-S
Digitally signed by Ameena Kemavor, Ph.D.,
L.P.C.C.-S
DN: cn=Ameena Kemavor, Ph.D., L.P.C.C.-S,
o=Columbus State Community College,
ou=Director, Counseling Services,
email=akemavor@csc.edu, c=US
Date: 2016.05.22 09:07:23 -0400

Cabinet Member:
Executive Office
(Between cost centers
in the same Executive
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Notes: (If transfer involves positions, please add slot and PCN information)

1.		6.	
2.		7.	
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Contacts

- Kelly Weir – x2717 or kweir@cscs.edu
 - Director II, Resource Planning & Analysis
- Karen Riley - x3920 or kriley5@cscs.edu
 - Director, Budget
- Keith Agler x 5262 or kagler1@cscs.edu
 - EMSS/OAA Budget Support
- Ryan Hawthorne - x5102 or rhawthorne@cscs.edu
 - Capital Equipment - Position Budget Planning
- Tasha Jefferson – x2112 or tjefferson14@cscs.edu
 - Financial Analyst
- Transferbudget@cscs.edu

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Always.**