1. Purpose/Introduction

This document describes the process to be followed to obtain a budget transfer, revision or use of lapsed SHRA salaries and all lapsed benefits. Note – all budget transfers and revisions should be in whole dollars, no cents per state requirement.

Budget transfers or revisions involving a Contract or Grant fund should be directed to the Office of Contract and Grant Accounting.

For assistance, please contact the Financial Planning and Budgets office at budget@uncg.edu.

2. Definitions

A budget transfer is a budget change which moves the budget from one fund/account to another fund/account without an increase or decrease in the total budget.

A budget revision is a budget change that results in an increase or decrease in the total budget. This could include transferring state funds to or from another university or state agency or increasing or decreasing state budgeted receipts.

A budget flexibility revision (for state funds only) is the type of revision required when moving budget from/to salary accounts, from/to a different account (i.e., from EHRA Teaching Salaries to Equipment), or from or to a different program/purpose.
Lapsed salaries and lapsed benefits are the temporary accumulation of salaries and benefits while positions are vacant.

Salary reserve is the permanent accumulation of salaries and benefits when a person is hired making less than the previous occupant of the position.

3. Procedural Steps

Request for Budget Transfers
Requests for budget transfers (other than those involving a grant or contract fund) may be submitted on-line using UNCGenie or Internet Native Banner (INB). The direct entry to UNCGenie will update the affected budgets instantly.

Request for Budget Revision
For state funds, most budget revisions are initiated by the Legislature or the UNC System Office. For state funds supported by receipts that require a revision, contact Financial Planning & Budgets. For non-state funds, any revisions should be requested through the Provost or appropriate Vice Chancellor’s office.

Request for Flexibility Revision (State Funds Only)
For state funds, there are limitations to the transfers that can be made without the approval of the Chancellor or designee (the Chancellor may delegate this approval authority to the Provost and Vice Chancellors). When a budget needs to be made that will transfer monies between salary accounts, between personnel and non-personnel accounts (for example, from EHRA Teaching Salaries to Equipment), or between programs (for example, between an “instruction” fund and an “academic support” fund), a Flexibility Revision may be required.

Budget revisions (except for Budget Flexibility Revisions discussed below and Contracts and Grants) may be requested by a memo to Financial Planning & Budgets from the Office of the Provost or other appropriate Vice Chancellor. The memo should describe the fund, account(s) and amount to be revised and provide the reason for the revision.

Budget Flexibility revisions must be submitted on-line using UNCGenie (Budget Flexibility Revision System). After the revision is submitted for processing, it must be approved by an authorized approver before being posted to Banner Finance.

Request for Lapsed SHRA Salaries and All Lapsed Benefits (State Funds Only)
All requests for the use of state funded SHRA lapsed salaries should be sent to Financial Planning & Budgets. These requests should contain the amount, position number where the funds are coming from, where the funds will be moved to, and the reason for the request. In granting these requests, Financial Planning & Budgets will determine if the request meets the criteria for an exception, including whether the funds will be used to perform the duties of the vacant position, if enough funds have been generated from the vacant position to grant the request (no projections of future earnings will be considered), etc. The decision will be communicated back to the requestor.
Requests for the Use of Fund Balances (Non-State Funds)
Requests for the use of fund balances on non-state funds should be approved by the appropriate vice chancellor or Provost Office. Once approved, these requests should be submitted to the Office of Financial Planning & Budgets. Depending on nature and magnitude, these requests will usually require the approval of the Office of Financial Planning & Budgets, Associate Vice Chancellor for Finance, and/or the Vice Chancellor for Finance and Administration. Some of the criteria considered for approval of such requests will be whether it is a one-time expenditure, the magnitude of the fund balance, and whether the fund has sufficient budget to cover the expenditure without using the fund balance.

Budget transfer (Non-State Funds)
Most budget transfers within a non-state fund can be accomplished by the department online.

If a budget transfer between non-state funds was anticipated in the budget, the department may only need to submit a journal entry to Accounting Services to move the funds. If a budget transfer between non-state funds was not anticipated in the budget, the department can move the budget within their fund to accommodate the transfer or request the use of fund balance (see procedure above).

Transfers between state funds and non-state funds are not allowed. Transfers into or out of F&A funds, Educational & Technology Fees, and/or from restricted to non-restricted funds are generally discouraged.

Lapsed salaries and salary reserves remain in the non-state fund that generated them.

4. Forms

budget@uncg.edu

5. Revision Table

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<th>Revision #</th>
<th>Section #</th>
<th>Summary of Changes</th>
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