




BULLETIN

SUBJECT: Change of Practice Notice – Budget Transfers **2018-19 NO. BS-15**

TO: All School Sites and Departments

DATE: October 26, 2018

PREPARED BY: Gloria Chung **DEPARTMENT:** Budget Services
Director, Budget Services

REVIEWED BY: John Quinto, Ed.D. **APPROVED:** 
Chief Business Officer

Budget Services would like to notify you about an important change of practice concerning budget transfers. Please take note of the change as it will be taking effect immediately.

Our current practice has been to ask authorized ESCAPE users in our District to refrain from transferring funds within the salary and benefit object codes, 1000's-3000's, as these are typically tied to positional pay. The state's Fiscal Crisis & Management Assistance Team (FCMAT) has confirmed to us that the best practice for our district moving forward is to prohibit users from any budget transfer using the 1000's-3000's object code range. We will implement this best practice in ESCAPE.

Starting immediately our financial system will not allow for department/school staff to transfer funds with salary/benefit codes. Please email your Fund Specialist/Budget Analyst if you would like a transfer utilizing the salary/benefit codes. Your request will be reviewed and is subject to approval.

Please email or call your Fund Specialist/Budget Analyst (see below) if you have any questions about this process change. Thank you.

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